



**Woodinville Fire & Rescue**

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

**Tuesday, January 8, 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. Introduction of new Firefighter Jace Allen
2. Election of Board Officers (2019)
3. Discussion: Board Retreat
4. Presentation: 2018 in Review
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
6. Staff Report 19-002 – Amendment to ILA relating to the Administration of a Fire and Life Safety Inspection and Permitting Program with Woodinville
7. Staff Report 19-003 – Donation of Surplus Property
8. Fire Chief's Report
9. Consent Agenda
  - a. Approval of Minutes from the December 4, 2018 Special and Regular Meetings
  - b. Approval of Payroll Vouchers
  - c. Approval of General Vouchers and Capital Vouchers
10. Reports and Requests from the Commissioners/Good of the Order
11. Adjournment

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

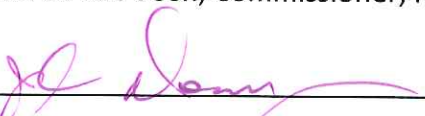
### **11. Adjournment**

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

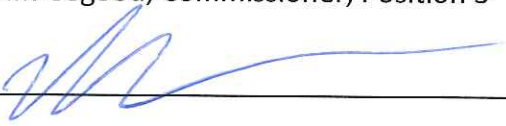
**The meeting adjourned at 1743 hours.**

  
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Margene Michael, Board Secretary

  
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Derek van Veen, Commissioner, Position 1

  
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Jim Dorney, Commissioner, Position 2

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

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

  
\_\_\_\_\_  
Roger Collins, Commissioner, Position 5





It's my pleasure to introduce our newest recruit firefighter, Jace Allen. Recruit Allen was born in Seattle and raised in the city of Cle Elum.

Jace spent his first few years out of high school working as a wildland firefighter on an initial attack crew for the US Forest Service, while also volunteering at his local Fire Department as an EMT. While working, he took online courses for two years in the field of Occupational Safety and Health and earned his technical degree.

Jace recently became engaged to his fiancé, Kayla. They have planned a wedding for August 17 of this year.

Jace and Kayla recently purchased a home in Cle Elum in the same neighborhood he grew up in. Kayla commutes to Bellevue to work in public relations for Microsoft. When they aren't working, Jace and Kayla enjoy doing anything that is outdoors related, including hiking, swimming, snowmobiling and trail riding their horses.

Jace was raised in a public service family with both parents being Seattle police officers. He's looking forward to carrying on the tradition of serving our community.

Jace starts EMTG Academy #9 on Monday, January 14<sup>th</sup>. Immediately following the fire academy, Jace will be attending a 5 week EMT course prior to being released to DC Wallgren in response operations.

Tab 2

No Material  
Associated  
with this  
Agenda Item

Tab 3

No Material  
Associated  
with this  
Agenda Item

Tab 4

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# ANNUAL WRAP-UP

2018

Woodinville Fire & Rescue  
January 8, 2019  
Joan Montegary, CAO



# AGENDA



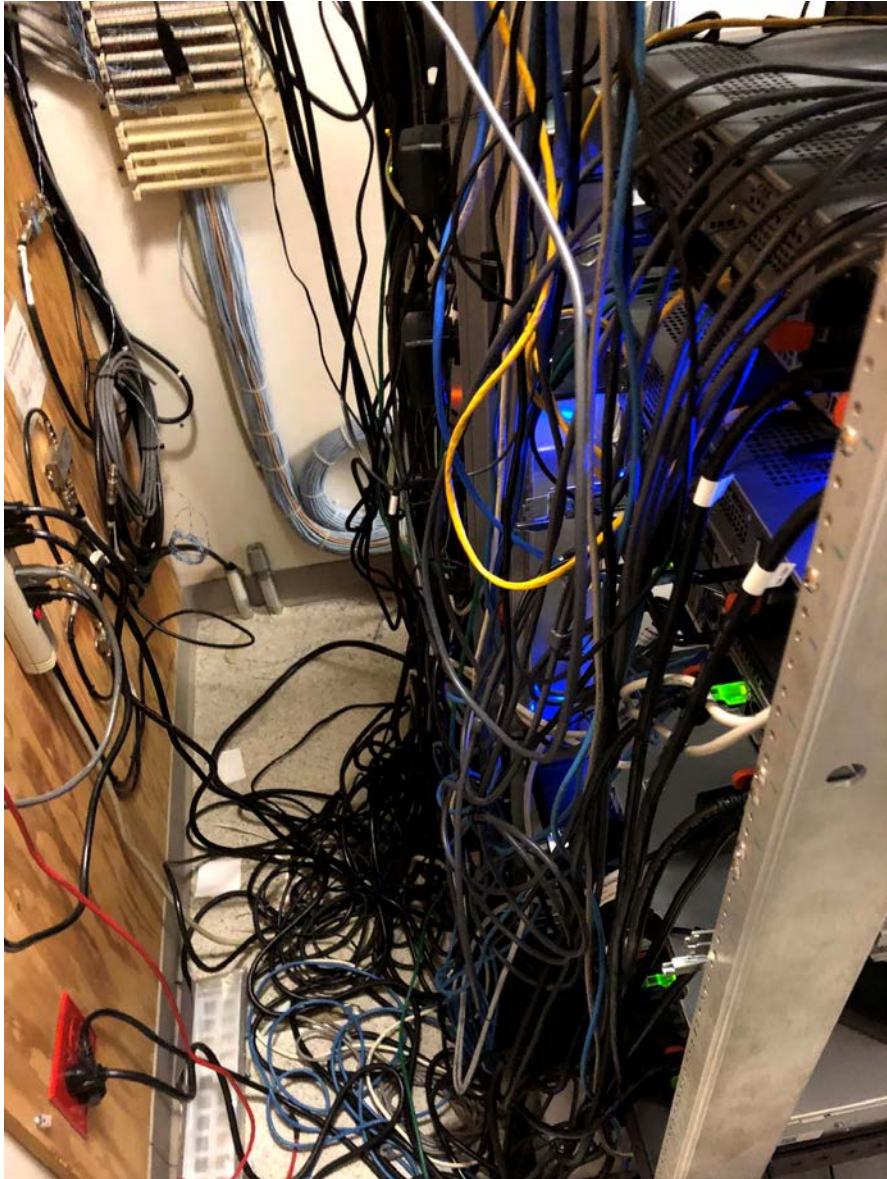
- IT
- Finance
- Fleet
- Human Resources
- Tools & Equipment
- Facilities



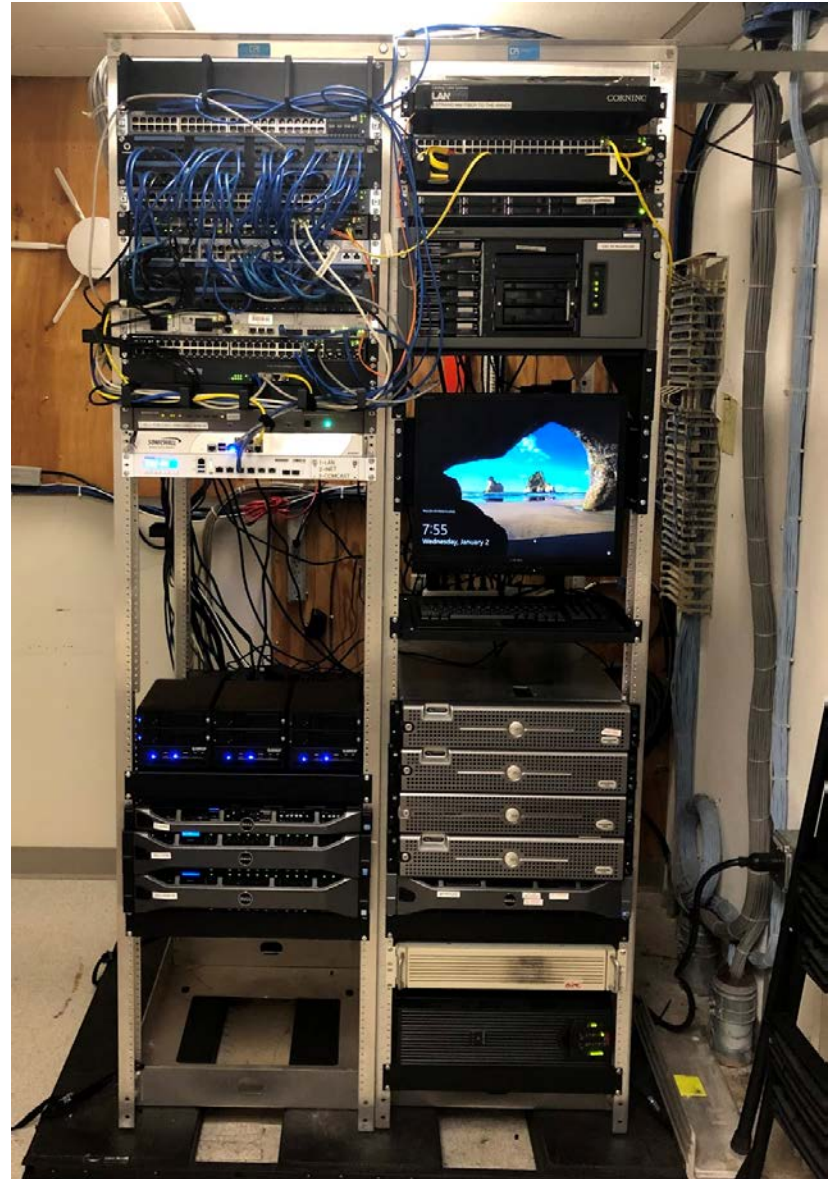
- Entered into an ILA with Duvall Fire to share an Information Systems Manager
- All old, out-of-warranty physical servers have been converted to virtual machines running on two hosts
- WASP database (inventory software) is functional and in use
- iNet fiber optic is installed and running at all three stations

- Office 365 is setup and ready for migration
- Replaced firewalls, wireless, and switching
- Stations 33 and 35 rewired; Station 31 reconfigured
- Moved all wireless cell accounts to Verizon Public Safety Unlimited with data and voice prioritization; cost savings and no more data limits





Station 31 - Before



Station 31 - After

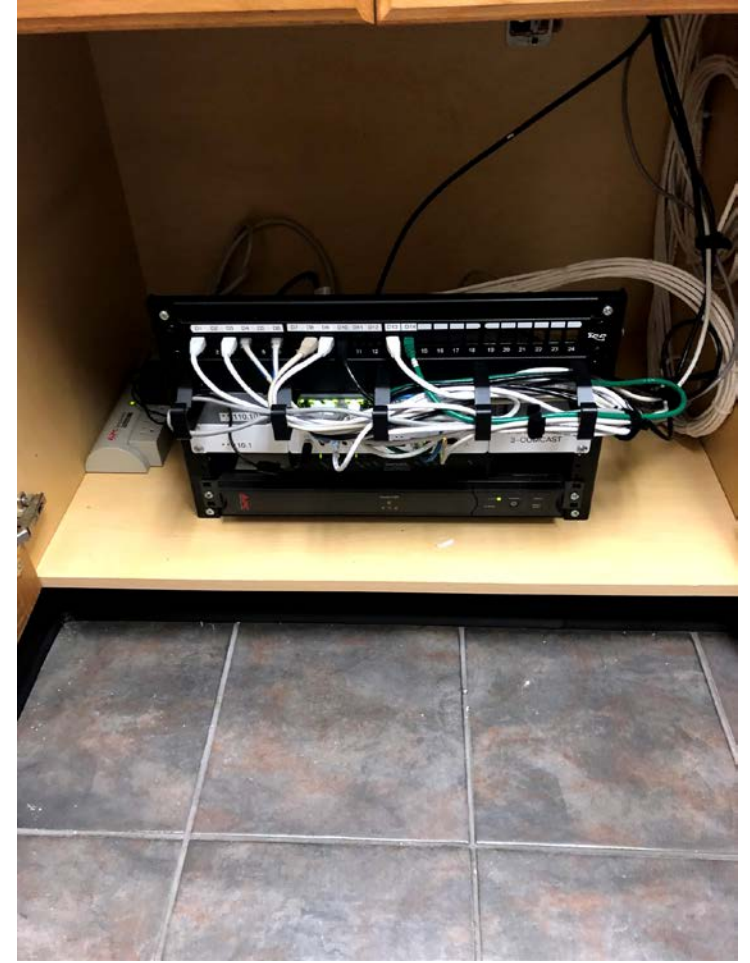




Station 33 - Before

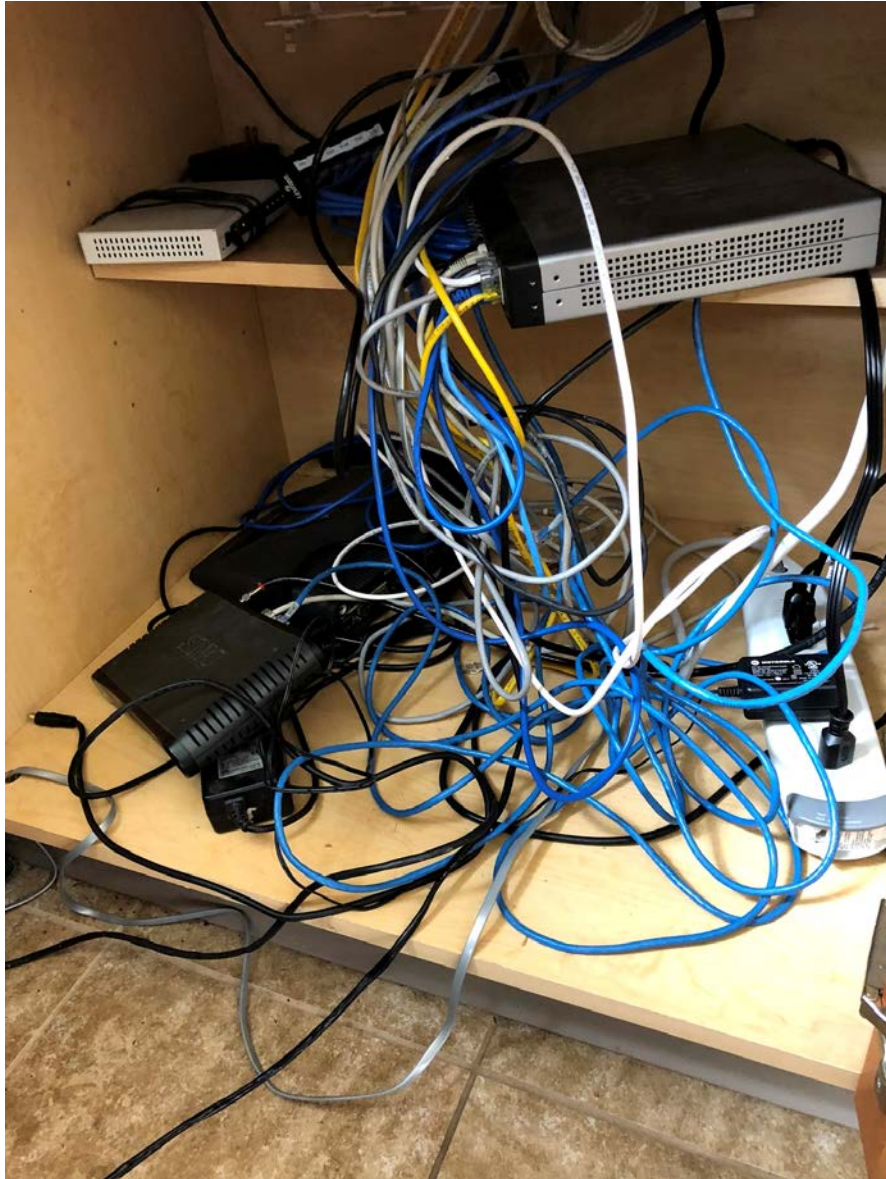


Station 33 - After

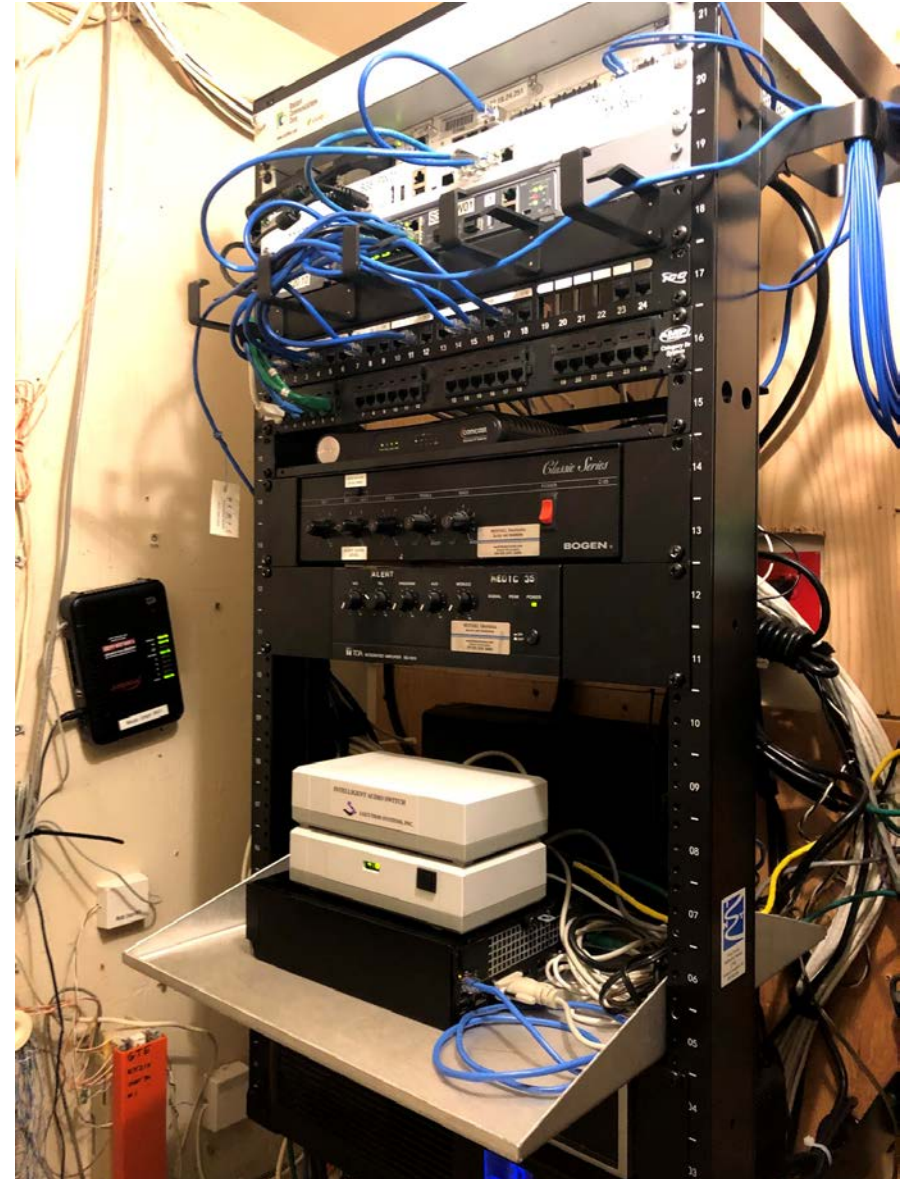


Station 33 - After





Station 35 - Before



Station 35 - After

## FINANCE

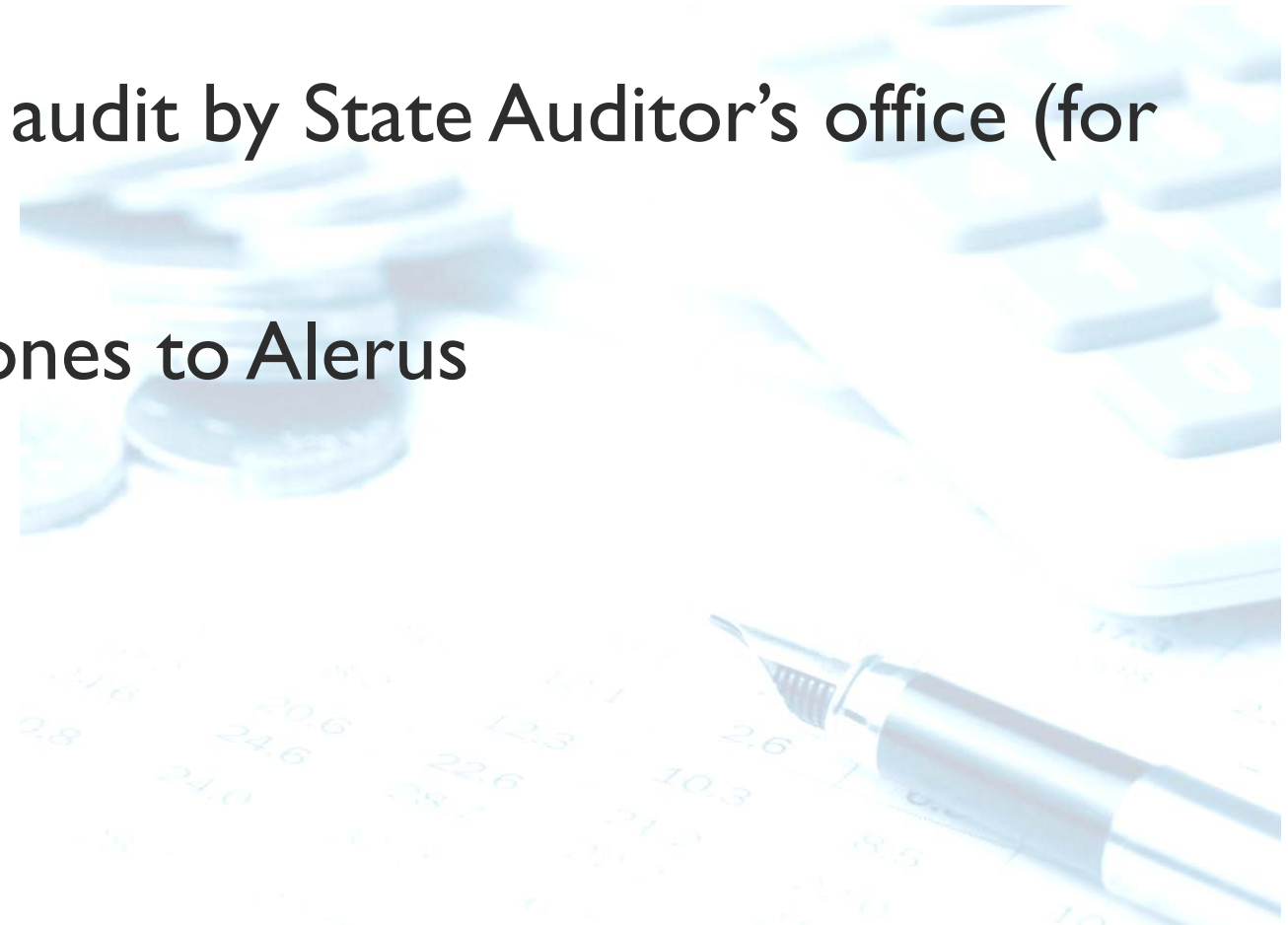


- Completed and filed 2017 financial statement (May)
- Prepared 2018 budget
  - Budget Tour of Love/Training
  - Presentations to the Board and Budget Adoption: 8/15, 9/19, 10/24, and 11/7
  - Budget documents to King County: 11/15

## FINANCE



- Financial and Accountability audit by State Auditor's office (for year ended 12/31/2017)
- Convert 457 Plan from FTJones to Alerus
- Implemented new CBA



- Sold/Surplus

- 2005 Toyota Corolla
- 2006 Braun North Star aid unit

- Sold/Surplus

- 2003 Ford Expedition
- 2006 Ford Expedition
- 2006 GMC Yukon





## ■ Purchased

- 2018 Ford Escape – CRR
- 2018 Ford Escape – CRR
- 2018 Ford Escape - CSO/PIO
- 2018 Ford Transit Cargo Van - Facilities

## ■ Purchased

- Ladder 131 (Spring 2019)
- Regional Purchase
  - 2019 HazMat Rig



# HUMAN RESOURCES



- Implement 4 platoon staffing
- Promotions
  - 1 LT to BC
  - 4 FFs to LT
- Hiring
  - 3 firefighters (January 2018)



## HUMAN RESOURCES



- Planned, organized, and participated in Leadership Team Retreat
- Created job description and negotiated Deputy Fire Marshal position; appointed DFM in June 2018.
- Created job description and negotiated CSO/PIO position; hired civilian CSO/PIO in October 2018.

# HUMAN RESOURCES



## ■ Retirements/Separations

- Vermeulen (IT, April)
- Ihrie (FF, June)
- Arnold (FF, July)
- Leggett (FF, September)
- Hughes (FF, December)

## ■ New Hires

- Escamilla (FF, January)
- James (FF, January)
- Olson (FF, January)
- Beverly (IT, April)
- Breault (CSO/PIO, October)

# HUMAN RESOURCES



- Wrote/revised and adopted 12 policies:
  - 1021, General Responsibilities/Code of Ethics (revised)
  - 1022, Business Communications (revised)
  - 1023, Customer Concerns (revised)
  - 1025, Internal Communications (revised)
  - 2103, Employee Performance Evaluation Program (revised)
  - 2121, Military Leave (revised)



# HUMAN RESOURCES



- Wrote/revised and adopted 12 policies:
  - 2201, Fiscal Management (revised)
  - 3109, Physical Fitness Training Room and Equipment (revised)
  - 3116, Safe Operation of District Vehicles (new)
  - 3204, Promotional Testing (new)
  - 3410, CRR – Open Burning Residential (new)
  - 4101, Apparatus Checks (new)



# TOOLS & EQUIPMENT



- Surplus
  - Completed 8 online public auctions
  - Sold 142 items
  - Netted approximately \$40,000 (vs. ~ \$18,000 in 2017)
  - Donated old SCBA equipment to Clark County Fire
  - Donated old SCBA compressor to Okanagan County Fire
- Purchased new SCBAs, partially grant funded and SCBA compressor
- Purchased newly designed badges



# FACILITIES



- Station 31/Headquarters
  - Training/Annex lots gravel
  - Annex lot striping
  - Parking lot reseal/restripe
  - Parking space signage
  - Power pole installed in training lot
  - Topsoil and tree trimming







- Station 3 I / Headquarters
  - New kitchen chairs – crew side
  - Transformer replacement for SCBA compressor
  - Shed electrical reconfigured for tools shop
  - Plymovent reconfigured
  - Hot water heater replacement



- Station 3 I /Headquarters
  - New dishwasher and disposal in Admin kitchen
  - Chief's office paint, carpet
  - CAO office reconfigure, paint touch-up, carpet
  - DFC office reconfigure, paint, carpet
  - CSO/PIO office paint

- Station 33
  - Reconfiguration/installation of irrigation system
  - Installation of rock wall around monument sign
  - Installation of plants/soil around monument sign
  - New bark
  - Hazardous tree removal



- Station 35
  - Irrigation system installation in septic area
  - Lawn grading and installation in septic area
  - Install plants near the cell towers
  - Tree removal and installations
  - Dishwasher replacement



COMING IN 2019



- Ladder 131 arrives in the Spring; it will be onboarded shortly thereafter
- 3 new aid cars will be ordered and purchased, with Board approval
- Older aid cars will be put in surplus/reserve status
- Transitioning driving program to EVIP

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# THANK YOU

Presented to the Board of Fire Commissioners

January 8, 2019



Tab 5

# Woodinville Fire & Rescue




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

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DATE: January 8, 2019

TO: Roger Collins  
Chair, Board of Fire Commissioners

FROM: Gregory Ahearn, Fire Chief 

**SUBJECT: Staff Report 19-001  
ILA between the City of Duvall and WF&R Relating to the Administration of  
a Fire and Life Safety Inspection and Permitting Program in the City of  
Duvall**

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### **Background**

The attached Inter Local Agreement (“ILA”) delegates administrative authority to Woodinville Fire & Rescue’s Fire Chief to conduct City of Duvall (“City”) operational and non-operational fire code inspections and IFC permitting on behalf of the City. Code enforcement will remain under the authority of the City.

The attached Inter Local Agreement has been reviewed and approved by Woodinville Fire & Rescue’s (“District”) counsel and has been signed by the Mayor of Duvall, Amy Ockerlander.

### **Scope of Work**

The District will be responsible for administering 28 permitted inspections and a small number of plans reviews annually within the City of Duvall.

### **Fiscal Impact**

The District will collect all fees applicable to its IFC inspection and permitting responsibilities. The District will retain 95 percent of said fees and remit five percent to the City.

The City will collect all fees relating to fire alarm and sprinkler system permitting and inspections and will remit half of the fees collected to the District.

All remittances will be reconciled and made on a quarterly basis, no later than January 31, April 30, July 31 and October 31 of each year.



Roger Collins, Chair  
January 8, 2019  
Page 2 of 2

**Recommendation**

Staff recommends 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.

GSA/mm

**PROPOSED MOTION**

I move 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.

**INTERLOCAL AGREEMENT  
BETWEEN  
THE CITY OF DUVALL  
AND  
WOODINVILLE FIRE & RESCUE  
RELATING TO THE ADMINISTRATION OF  
A FIRE AND LIFE SAFETY INSPECTION AND PERMITTING PROGRAM  
IN THE CITY OF DUVALL**

THIS AGREEMENT, RELATING TO THE ADMINISTRATION OF A FIRE AND LIFE SAFETY INSPECTION PROGRAM, ("Agreement") is made and entered into by and between the City of Duvall, a non-chartered optional municipal code city, incorporated under the laws of the State of Washington (the "City"), and Woodinville Fire & Rescue, a political subdivision in the State of Washington ("the District").

**WHEREAS**, the City maintains all local governmental authority and jurisdiction to adopt, interpret and amend the International Fire Code ("IFC"); and

**WHEREAS**, the City has exercised such authority by adopting the International Fire Code ("IFC") standards within its municipal boundaries; and

**WHEREAS**, the City may delegate the authority to conduct inspections for the fire prevention provisions adopted under the fire code to the Fire Chief of the District through interlocal agreement; and

**WHEREAS**, the City and District agree that the District is in the best position to administer and perform fire code inspections on behalf of the City as specifically provided in this Agreement; and

**WHEREAS**, the District possesses authority to provide the services identified in this Agreement pursuant to RCW 52.12.031(6); and

**WHEREAS**, it is the parties' intent by virtue of this Agreement that any and all discretionary decisions on fire code matters and code enforcement shall be made by the City.

**NOW, THEREFORE**, in consideration of the terms and provisions herein, it is agreed by and between the City and the District as follows:

**1. Authorization to Administer Sections of the International Fire Code.**

**1.1 Authorization.** The City hereby authorizes and delegates administrative authority to the Fire Chief of the District to conduct City operational and non-operational fire code inspections and IFC permitting in accordance with IFC Sections 104, 105 and 106, Chapter 51-54A WAC, and Chapter 10 Duvall Municipal Code, on behalf of the City as set forth in this Agreement (the "Program").

**1.1.1 Inspection and Permitting Authority.** The City acknowledges that the District shall have the authority to perform operational and non-operational building and property inspections that it deems necessary to provide fire prevention services and pre-incident planning for all occupancies, whether permitted or non-permitted, as authorized by the IFC and Chapter 10 Duvall

Municipal Code. The District shall notify the City when, during the course of an inspection, conditions exist which may require an operational permit as required by IFC 105.1.1.

**1.1.2 Designation.** For the purposes of this Agreement, the City designates the District's Fire Chief as the City's Fire Chief and the District's Fire Chief or designee as the fire code official within the defined Service Area, with the exception of code enforcement, which remains under the authority of the City.

**1.1.3 Service Area.** The District shall be responsible for administering the Program within the city limits of Duvall (Service Area).

## **1.2 Fees.**

**1.2.1 IFC Inspections.** Fees for IFC operational and non-operational inspections and IFC permitting are set forth in a resolution adopted and revised from time to time by the Duvall City Council. The City shall promptly provide the District with a copy of the current fee schedule, and with copies of any revisions to the schedule as may be approved by the City Council. The District shall collect and retain such fees as are applicable to its IFC inspection and permitting responsibilities pursuant to this Agreement, 95% of which shall be retained by the District and 5% of which shall be remitted to the City pursuant to Section 1.2.3.

**1.2.2 Fire alarm and sprinkler inspections.** The City administers and collects fees relating to fire alarm and sprinkler system permitting and inspections pursuant to a resolution adopted and revised from time to time by the Duvall City Council. The City shall collect fees relating to the District's performance of fire alarm and sprinkler inspections pursuant to this Agreement and shall remit half of such fees to the District pursuant to Section 1.2.3.

**1.2.3 Accounting.** Using such procedures as the District and the City may develop and agree upon, the remittances provided for in Sections 1.2.1 and 1.2.2 shall be reconciled and made on a quarterly basis, no later than January 31, April 30, July 31 and October 31 each year.

## **2. Administration and Implementation of the Inspection Program.**

**2.1 Scope.** A master list of occupancies identified as part of the Program shall be created by the District as inspections are being conducted. The District shall maintain a list of all inspection records and provide such inspection records to the City by January 31 of the following year, within 30 days of termination of this Agreement, and within 30 days of any request for specific inspection records.

**2.2 Building File.** At the District's request, the City shall provide the District with a copy of the existing fire inspection file for any property identified on the master list.

**2.3 Inspections.** The District shall conduct inspections within the scope of this Agreement when, and as it deems appropriate in its discretion, at least once annually. The District shall develop an Inspection Form, obtain the City's approval of that form, and use said Form for all inspections.

**2.3.1 Inspection Procedures.** The City and the District shall follow the

procedures set forth below to ensure coordination of the District's inspections identified as part of the Program.

- a) If the owner of the occupancy denies the District right of entry, the occupancy name, address, date of the denied entry, and a brief written narrative of the circumstances are to be forwarded to the City for code enforcement.
- b) If, after three attempts within ninety (90) days, the District is unable to make contact with the owner of the occupancy, the occupancy name, address and a brief written narrative of the circumstances including dates of attempts made are to be forwarded to the City for code enforcement.
- c) If the District does not identify a code violation during the permit inspection, the District shall document the same on the Inspection Form.

**2.3.2 Violations of the Fire Code.** The City and the District shall follow the below-enumerated procedures to ensure coordination of the City's enforcement of the fire code.

- a) If the District identifies a code violation(s) during the inspection, the District shall document the same with specific code citations for each violation found on the Inspection Form and will issue a written inspection notice and schedule a re-inspection of the occupancy with the responsible party.
- b) If the District determines that a violation constitutes an immediate danger to life or property, the District shall immediately contact the City and may post a stop work order or other emergency order at the District's discretion.
- c) The District shall work with the responsible party until the corrections are made, until no further progress is made in correcting the violations following at least two re-inspections, or until ninety (90) days has elapsed from the initial inspection. If the responsible party is unable to achieve required corrections as described above, the District shall forward the responsible party's name, address, list of violations, and a brief written narrative of the circumstances to the City for code enforcement. The District shall not have independent authority to issue fines for code violations or initiate enforcement actions.
- d) Notwithstanding the foregoing, the District will immediately report an applicant's or owner's failure to pay City-adopted fees for IFC permitting or inspection services to the City for initiation of code enforcement at the City's discretion. The District may also pursue collection of unpaid fees through any lawful means, and shall notify the City if it successfully collects fees previously reported to the City as unpaid.
- e) The City shall provide a written status report on all code enforcement matters within the District's Service Area within fourteen (14) days after requested by the District.

## **2.4 City Assistance.**

**2.4.1 Consistency in Code Application.** During the inspection process, the District may confer with the City to ensure consistency in code application.

**2.4.2 Code Appeals.** In the event the responsible party seeks to appeal the District's application of the IFC, the District shall direct the owner to appeal through the City's process. The District inspection staff shall assist in the code enforcement appeal process as requested by the City.

**2.4.3 Access to Historical Information.** The City shall allow the District access to the City's information required to carry out any provision of this Agreement.

**3. Plan Review.** The City and the District shall develop a process by which the City will notify the District of applications or proposals for significant development or redevelopment projects (including without limitation: multifamily residential buildings; commercial and industrial facilities; subdivisions and binding site plans), and by which the District shall have the opportunity to conduct a plan review specific to IFC, fire prevention and life safety considerations as to each such application or proposal. The District shall also, upon City request, assist with specific plan review or IFC interpretation, fire prevention and life safety issues as may be identified by the City, including attending meetings to consult with City staff upon request. The District shall complete plan review pursuant to this section within fourteen (14) days of receipt of plans.

**4. Agreement Administration.** The City Administrator, or his/her designee, in conjunction with the Fire Chief, or his/her designee, shall jointly and cooperatively administer this Agreement.

**5. Modifications to Agreement.** This Agreement may be amended in writing from time to time, as mutually agreed to by the parties, and all terms and conditions of the interlocal agreement, except as amended, shall remain in full force and effect.

**6. Duration and Termination.** This Agreement shall be effective from the date of the last signature on the last page of this Agreement until terminated by either party. Either party may terminate this Agreement upon sixty (60) days' advance written notice to the other party of the intent to terminate.

**7. Indemnification.** The City is transferring certain fire prevention administrative duties as stated in this Agreement to the District to obtain the localized expertise that the District acknowledges and warrants its personnel possess. The District acknowledges and warrants that it and its personnel can perform the fire prevention, inspection and related administrative duties transferred in this Agreement in an efficient manner. The employees of the District performing services under this Agreement shall under no circumstances be construed as being employees of the City. Each party, with respect to the services provided under this Agreement, agrees to indemnify, defend, and hold the other party harmless from any and all claims for personal injury, property damage, costs and reasonable attorney's fees, or other claims of any nature whatsoever arising out of the negligent acts, omissions, or performance of its personnel in carrying out services contracted to be provided under this Agreement. Said agreement of indemnification shall include the District's commitment to indemnify the City for any claims for injuries made by the District's agents or employees against the City,

notwithstanding any immunity that might otherwise have been available to the District by virtue of the Worker's Compensations Act, Title 51 RCW. The parties have specifically negotiated this waiver of Title 51 protection.

## **8. Miscellaneous**

**8.1 No Separate Entity Created.** This Agreement does not establish a separate legal entity, joint board, joint venture, or administrative section for the purpose of acquiring, managing, or disposing of property, or incurring any other financial obligation.

**8.2 Property Ownership.** This Agreement does not provide for jointly owned property. All property presently owned or hereafter acquired by either party to enable it to perform the services required under this Agreement shall remain the property of the acquiring party in the event of the termination of this Agreement.

**8.3 Benefits.** This Agreement is entered into for the benefit of the parties to this Agreement only and shall confer no benefits, direct or implied, on any third persons.

**8.4 Filing/Web Site.** Prior to taking effect, this Agreement shall either be filed with the County Auditor or listed by subject on either party's website in accordance with RCW 39.34.040.

**8.5 Non-Waiver of Breach.** The failure of either party to insist upon strict performance of any of the covenants and agreements contained in this Agreement, or to exercise any option conferred by this Agreement in one or more instances shall not be construed to be a waiver or relinquishment of those covenants, agreements, or options, and the same shall be and remain in full force and effect.

**8.6 Resolution of Disputes and Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. If the parties are unable to settle any dispute, difference, or claim arising from the parties' performance of this Agreement, the exclusive means of resolving that dispute, difference, or claim, shall only be by filing suit exclusively under the venue, rules, and jurisdiction of the King County Superior Court, King County, Washington, unless the parties agree in writing to an alternative dispute resolution process. In any claim or lawsuit arising from the parties' performance of this Agreement, the prevailing party shall be entitled to an award of reasonable attorney's fees and costs, in addition to any other recovery or award provided by law.

**8.7 Modification.** No waiver, alteration, or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of each party and subject to approval or ratification by the legislative body of each party.

**8.8 Entire Agreement.** The written terms and provisions of this Agreement shall supersede all prior communications, negotiations, representations or agreements, either verbal or written of any officer or other representative of each party, and such statements shall not be effective or be construed as entering into or forming a part of or altering in any manner this Agreement.

**8.9 Severability.** If any section of this Agreement is adjudicated to be invalid, such action shall not affect the validity of any section not so adjudicated.

**8.10 Interpretation.** Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement. The language in this Agreement shall be interpreted as to its fair meaning and not strictly for or against any party.

**8.11 Notice.** All communications regarding this Agreement shall be sent to the parties at the following addresses, unless notified in writing to the contrary:


**To City of Duvall:** City Administrator  
PO Box 1300  
15535 Main St NE  
Duvall, WA 98019

**To Woodinville Fire & Rescue:** Fire Chief  
17718 Woodinville-Snohomish Rd. NE  
Woodinville, WA 98072

Any written notice hereunder shall become effective upon personal service or three (3) business days after the date of mailing by registered or certified mail and shall be deemed sufficiently given if sent to the addressee at the address stated in this Agreement or such other address as may be hereafter specified in writing.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be signed and executed this 8 day of January, ~~2018~~ 2019.

CITY OF DUVALL

  
\_\_\_\_\_  
Amy Ockerlander, Mayor of Duvall

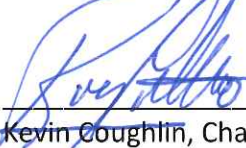
ATTEST:

  
\_\_\_\_\_  
Jodi Wycoff, Duvall City Clerk

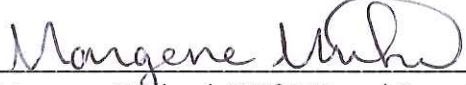
Approved as to Form:

  
\_\_\_\_\_  
Rachel Turpin, City Attorney

WOODINVILLE FIRE & RESCUE

  
\_\_\_\_\_  
~~Kevin Coughlin~~ ROGER COLLINS  
Kevin Coughlin, Chair, Board of Fire  
Commissioners  
Woodinville Fire & Rescue

ATTEST:

  
\_\_\_\_\_  
Margene Michael, WF&R Board Secretary

15/   
\_\_\_\_\_  
Jeffrey Ganson, Woodinville City Attorney  
and Counsel for Woodinville Fire & Rescue

Tab 6



# Woodinville Fire & Rescue




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

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DATE: January 8, 2019

TO: Roger Collins  
Chair, Board of Fire Commissioners

FROM: Gregory Ahearn, Fire Chief 

**SUBJECT: Staff Report 19-002  
Amendment to the ILA between the City of Woodinville and WF&R  
Relating to the Administration of a Fire and Life Safety Inspection and  
Permitting Program in the City of Woodinville**

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### **Background**

Woodinville Fire & Rescue has been doing operational inspections within the Woodinville city limits since early in 2016. In November 2016, the Board approved an ILA between the City of Woodinville and WF&R relating to the administration of a Fire and Life Safety inspection and permitting program in the City of Woodinville.

The attached amendment to the Inter Local Agreement (“ILA”), if approved by the Board, would revise the ILA so that any plan review fees imposed and collected by the City would be remitted to the District.

### **Fiscal Impact**

Currently, the District collects all fees applicable to its IFC inspection and permitting responsibilities, retains 95 percent of said fees and remits five percent to the City. The City collects all fees relating to fire alarm and sprinkler system permitting and inspections and remits half of the fees collected to the District.

Under the ILA amendment, all fire plan review fees imposed and collected by the City would be remitted to the District.

All remittances will be reconciled and made on a quarterly basis, no later than January 31, April 30, July 31 and October 31 of each year.

**Recommendation**

Staff recommends 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.

GSA/mm

**PROPOSED MOTION**

I move 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.

**AMENDMENT TO  
INTERLOCAL AGREEMENT  
BETWEEN  
THE CITY OF WOODINVILLE  
AND  
WOODINVILLE FIRE & RESCUE  
RELATING TO THE ADMINISTRATION OF  
A FIRE AND LIFE SAFETY INSPECTION AND PERMITTING PROGRAM  
IN THE CITY OF WOODINVILLE**

THIS AMENDMENT sets forth revisions to the AGREEMENT RELATING TO THE ADMINISTRATION OF A FIRE AND LIFE SAFETY INSPECTION AND PERMITTING PROGRAM made and entered into by and between the City of Woodinville (the "City") and Woodinville Fire & Rescue ("the District").

**WHEREAS**, on November 1, 2016, the City and the District entered into an Interlocal Agreement Relating to the Administration of a Fire and Life Safety Inspection and Permitting Program ("Agreement"); and

**WHEREAS**, the City and the District wish to revise the Agreement in order to provide that any fire plan review fees imposed and collected by the City are passed through to the District in support of its plan review obligations under the Agreement;

**NOW, THEREFORE**, in consideration of the terms and conditions herein, it is agreed by and between the City and the District as follows:

**1. Amendment to Section 1.2 of the Agreement.**

a. Section 1.2.3 of the Agreement is hereby amended to read as follows:

**1.2.3 Accounting Fire plan review fees.** ~~Using such procedures as the District and the City may develop and agree upon, the remittances provided for in Sections 1.2.1 and 1.2.2 shall be reconciled and made on a quarterly basis, no later than January 31, April 30, July 31 and October 31 each year.~~ In support of the District's fire plan review obligations under Section 3 of this

Agreement, any fire plan review fees imposed and collected by the City shall be remitted to the District pursuant to Section 1.2.4.

b. A new section 1.2.4 of the Agreement is hereby added to read as follows:

**1.2.4 Accounting.** Using such procedures as the District and the City may develop and agree upon, the remittances provided for in Sections 1.2.1 through 1.2.3 shall be reconciled and made on a quarterly basis, no later than January 31, April 30, July 31 and October 31 each year.

2. **Effective Date.** This Amendment shall be effective upon the later of the date of the last signature on the last page of this Amendment or January 1, 2019.

IN WITNESS WHEREOF, the parties have caused this Amendment to be signed and executed

this 14<sup>th</sup> day of January, 2018<sup>19</sup>.

CITY OF WOODINVILLE

  
\_\_\_\_\_  
Brandon Buchanan, Woodinville City Manager

WOODINVILLE FIRE & RESCUE

  
\_\_\_\_\_  
Roger Collins, Chair, Board of Fire Commissioners  
Woodinville Fire & Rescue

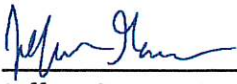
ATTEST:

  
\_\_\_\_\_  
Katie Hanke, Woodinville City Clerk

ATTEST:

  
\_\_\_\_\_  
Margene Michael, WF&R Board Secretary

Approved as to Form:

  
\_\_\_\_\_  
Jeffrey Ganson, Woodinville City Attorney and Counsel for Woodinville Fire & Rescue

Tab 7

# Woodinville Fire & Rescue



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

DATE: January 8, 2019  
TO: Roger Collins, Chair  
Board of Fire Commissioners  
FROM: Joan S. Montegary, Chief Administrative Officer *JSM*  
SUBJECT: **Staff Report 19-003**  
**Surplus Property to Donate**

### **Background**

The District has miscellaneous equipment that is no longer of use and has been designated as surplus. We have recently replaced our SCBA Mako compressor and were contacted by Okanogan Volunteer Fire Department about their need for any equipment that we are going to surplus. They are a 100 percent volunteer department and have no budget for replacement of existing equipment. We would like to donate the Mako compressor and equipment we have to Okanogan Volunteer Fire Department instead of putting it out for surplus; it consists of:

Item(s)	Approximate value
Mako Compressor model BAM07H-E3 Package including: 1 Baur Fill Station Model CFS-2S 1 Haskel Booster Pump Model 58985-2 8 storage bottles	\$5000-\$10,000

### **Recommended Action**

Staff recommends that the Board of Fire Commissioners permit staff to donate the SCBA Mako compressor and equipment to City of Okanogan Fire Department.

Roger Collins, Chair  
Board of Fire Commissioners  
January 8, 2019  
Page 2 of 2

## PROPOSED MOTION

I move that the Board of Fire Commissioners approve staff's recommendation to donate the SCBA compressor and equipment to City of Okanogan Fire Department.

/jsm

Tab 8



# Woodinville Fire & Rescue



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

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DATE: December 4, 2018  
TO: Roger Collins, Chair  
Board of Fire Commissioners  
FROM: Gregory Ahearn, Fire Chief *GAA*  
SUBJECT: **Fire Chief's Report – January 8, 2018**

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### **Fire Chief's Report/Activities**

Happy New Year! I am pleased to present the following summary of District activities since the Board's last regular meeting:

#### **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 our 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

Roger Collins, Chair  
Board of Fire Commissioners  
January 8, 2019  
Page 3 of 3

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)

GSA/mm

**Woodinville Fire & Rescue**  
 Budget Performance Report  
 For the month ended September 30, 2018

**Cash/Investment Balances by Fund**

Cash/Investment Balance	Expense Fund	Benefit Charge Fund	Capital Project Fund	Reserve Fund	Benefit Liability Reserve Fund	Total All Funds
September 30, 2018	\$4,593,088	\$0	\$109,015	\$7,577,649	\$1,156,908	\$13,436,659
December 31, 2017	\$5,934,376	\$0	\$32,394	\$8,731,037	\$1,833,195	\$16,530,200
Dollar Increase (Decrease)	(\$1,341,288)	\$0	\$76,621	(\$1,153,388)	(\$676,286)	(\$3,093,541)
Percentage Increase (Decrease)	(22.6%)	.0%	236.5%	(13.2%)	(36.9%)	(18.7%)

For historical reference, 2013 through 2016 year-end cash/investment balances are shown below.

	Expense Fund	Benefit Charge Fund	Capital Project Fund	Reserve Fund	Benefit Liability Reserve Fund	Total All Funds
December 31, 2016	\$6,241,472	\$0	\$152,400	\$6,044,333	\$1,840,426	\$14,278,630
December 31, 2015	\$6,259,296	\$0	\$45,757	\$6,112,220	\$1,639,148	\$14,056,421
December 31, 2014	\$5,592,143	\$0	\$146,252	\$4,091,968	\$1,488,521	\$11,318,884
December 31, 2013	\$5,612,528	\$0	\$303,538	\$2,585,930	\$1,725,682	\$10,227,679

**Woodinville Fire & Rescue**  
 Budget Performance Report  
 For the month ended September 30, 2018

**Expense Fund - YTD Financial Statement**

Budget Performance by Fund	2018 Annual Budget	2018 YTD Actual	Fav/(Unfav) vs. Budget	
			Dollars	Percent
<b>Revenues</b>				
Beginning Balance - 1/1/18	\$5,934,376	\$5,934,376	\$0	0.0%
<b>Current Year Revenues</b>				
Property Tax	\$8,386,798	\$4,585,354	(\$3,801,444)	-45.3%
EMS	\$573,584	\$573,584	\$0	0.0%
BLS Core - CMT Program		\$45,899	\$45,899	#DIV/0!
Permit/Plan Review Fees	\$100,000	\$87,740	(\$12,261)	-12.3%
Miscellaneous Other	\$75,000	\$348,472		
<b>Inter-Fund Transfers - IN</b>				
Benefit Charge Fund	\$5,773,189	\$3,124,194	(\$2,648,995)	-45.9%
Capital Fund			\$0	#DIV/0!
Reserve Fund		\$114,798	\$114,798	#DIV/0!
Benefit Liability Reserve Fund		\$800,901	\$800,901	#DIV/0!
<b>Total Current Year Revenue</b>	<b>\$14,908,571</b>	<b>\$9,680,941</b>	<b>(\$5,227,630)</b>	<b>-35.1%</b>
<b>Total Resources (BFB + Revenue)</b>	<b>\$20,842,947</b>	<b>\$15,615,317</b>	<b>(\$5,227,630)</b>	<b>-25.1%</b>
<b>Expenditures</b>				
Salaries & Wages	\$7,075,451	\$5,108,715	\$1,966,736	27.8%
Benefits	\$3,416,214	\$3,029,694	\$386,520	11.3%
Overtime - Operations	\$884,531	\$726,447	\$158,084	17.9%
Overtime - Training & Admin	\$138,375	\$56,700	\$81,675	59.0%
Office & Operating Supplies	\$222,000	\$111,045	\$110,955	50.0%
Vehicle Maintenance & Fuel	\$210,000	\$122,294	\$87,706	41.8%
Small Tools & Equipment	\$104,422	\$68,906	\$35,516	34.0%
Elections & Info	\$30,000	\$24,564	\$5,436	18.1%
Professional Services	\$207,408	\$59,571	\$147,837	71.3%
Communications & Dispatch	\$282,145	\$203,539	\$78,606	27.9%
Travel	\$47,584	\$68,674	(\$21,090)	-44.3%
Training & Education	\$155,143	\$47,548	\$107,595	69.4%
Advertising	\$3,250	\$6,296	(\$3,046)	-93.7%
Leases, Insurance, Water/Utilities, etc.	\$212,670	\$140,062	\$72,608	34.1%
Repair & Maintenance	\$361,064	\$196,982	\$164,082	45.4%

**Woodinville Fire & Rescue**  
 Budget Performance Report  
 For the month ended September 30, 2018

**Expense Fund - YTD Financial Statement**

Budget Performance by Fund	2018	2018	Fav/(Unfav) vs. Budget	
	Annual Budget	YTD Actual	Dollars	Percent
Miscellaneous Other	\$219,470	\$2,162	\$217,308	99.0%
Intergovernmental Services	\$83,845	\$120,041	(\$36,196)	-43.2%
<b>Sub-total (not incl. Intra-fund transfers)</b>	<b>\$13,653,572</b>	<b>\$10,093,240</b>	<b>\$3,560,332</b>	<b>26.1%</b>
<b>Inter-Fund Transfers - OUT</b>			\$0	#DIV/0!
Benefit Liability Reserve Fund		\$110,000	(\$110,000)	#DIV/0!
Capital Fund		\$22,401	(\$22,401)	#DIV/0!
Reserve Fund	\$1,550,000	\$796,588	\$753,413	48.6%
<b>Total Expenditures</b>	<b>\$15,203,572</b>	<b>\$11,022,229</b>	<b>\$4,181,343</b>	<b>27.5%</b>
<b>Current Year Resources less Expenditures</b>	<b>(\$295,001)</b>	<b>(\$1,341,288)</b>	n/a	n/a
<b>Cash Balance - End of Month</b>	<b>\$5,639,375</b>	<b>\$4,593,088</b>	<b>(\$1,046,287)</b>	<b>-18.6%</b>
<b>Total Expenditures &amp; EFB</b>	<b>\$20,842,947</b>	<b>\$15,615,317</b>	<b>(5,227,630)</b>	<b>-25.1%</b>

**Woodinville Fire & Rescue**  
 Budget Performance Report  
 For the month ended October 31, 2018

**Cash/Investment Balances by Fund**

Cash/Investment Balance	Expense Fund	Benefit Charge Fund	Capital Project Fund	Reserve Fund	Benefit Liability Reserve Fund	Total All Funds
October 31, 2018	\$9,311,075	\$0	\$61,944	\$7,492,408	\$1,158,621	\$18,024,047
December 31, 2017	\$5,934,376	\$0	\$32,394	\$8,731,037	\$1,833,195	\$16,530,200
Dollar Increase (Decrease)	\$3,376,699	\$0	\$29,550	(\$1,238,629)	(\$674,574)	\$1,493,847
Percentage Increase (Decrease)	56.9%	.0%	91.2%	(14.2%)	(36.8%)	9.0%

For historical reference, 2013 through 2016 year-end cash/investment balances are shown below.

	Expense Fund	Benefit Charge Fund	Capital Project Fund	Reserve Fund	Benefit Liability Reserve Fund	Total All Funds
December 31, 2016	\$6,241,472	\$0	\$152,400	\$6,044,333	\$1,840,426	\$14,278,630
December 31, 2015	\$6,259,296	\$0	\$45,757	\$6,112,220	\$1,639,148	\$14,056,421
December 31, 2014	\$5,592,143	\$0	\$146,252	\$4,091,968	\$1,488,521	\$11,318,884
December 31, 2013	\$5,612,528	\$0	\$303,538	\$2,585,930	\$1,725,682	\$10,227,679



**Woodinville Fire & Rescue**  
 Budget Performance Report  
 For the month ended October 31, 2018

**Expense Fund - YTD Financial Statement**

Budget Performance by Fund	2018 Annual Budget	2018 YTD Actual	Fav/(Unfav) vs. Budget	
			Dollars	Percent
<b>Revenues</b>				
<b>Beginning Balance</b>	\$5,934,376	\$5,934,376	\$0	0.0%
<b>Current Year Revenues</b>				
Property Tax	\$8,386,798	\$7,811,196	(\$575,602)	-6.9%
EMS	\$573,584	\$573,584	\$0	0.0%
BLS Core - CMT Program		\$45,899	\$45,899	#DIV/0!
Permit/Plan Review Fees	\$100,000	\$100,190	\$190	0.2%
Miscellaneous Other	\$75,000	\$635,679		
<b>Inter-Fund Transfers - IN</b>				
Benefit Charge Fund	\$5,773,189	\$5,362,900	(\$410,289)	-7.1%
Capital Fund			\$0	#DIV/0!
Reserve Fund		\$114,798	\$114,798	#DIV/0!
Benefit Liability Reserve Fund		\$800,901	\$800,901	#DIV/0!
<b>Total Current Year Revenue</b>	\$14,908,571	\$15,445,146	\$536,575	3.6%
<b>Total Resources (BFB + Revenue)</b>	\$20,842,947	\$21,379,522	\$536,575	2.6%
<b>Expenditures</b>				
Salaries & Wages	\$7,075,451	\$5,675,353	\$1,400,098	19.8%
Benefits	\$3,416,214	\$3,317,580	\$98,634	2.9%
Overtime - Operations	\$884,531	\$779,239	\$105,292	11.9%
Overtime - Training & Admin	\$138,375	\$66,915	\$71,460	51.6%
Office & Operating Supplies	\$222,000	\$118,237	\$103,763	46.7%
Vehicle Maintenance & Fuel	\$210,000	\$132,366	\$77,634	37.0%
Small Tools & Equipment	\$104,422	\$69,478	\$34,944	33.5%
Elections & Info	\$30,000	\$24,564	\$5,436	18.1%
Professional Services	\$207,408	\$69,622	\$137,786	66.4%
Communications & Dispatch	\$282,145	\$256,437	\$25,708	9.1%
Travel	\$47,584	\$74,325	(\$26,741)	-56.2%
Training & Education	\$155,143	\$55,324	\$99,819	64.3%
Advertising	\$3,250	\$8,082	(\$4,832)	-148.7%
Leases, Insurance, Water/Utilities, etc.	\$212,670	\$158,434	\$54,236	25.5%
Repair & Maintenance	\$361,064	\$210,573	\$150,491	41.7%



**Woodinville Fire & Rescue**  
 Budget Performance Report  
 For the month ended October 31, 2018

**Expense Fund - YTD Financial Statement**

Budget Performance by Fund	2018	2018	Fav/(Unfav)	
	Annual Budget	YTD Actual	vs. Budget	
			Dollars	Percent
Miscellaneous Other	\$219,470	\$74	\$219,396	100.0%
Intergovernmental Services	\$83,845	\$122,855	(\$39,010)	-46.5%
<b>Sub-total (not incl. Intra-fund transfers)</b>	<b>\$13,653,572</b>	<b>\$11,139,458</b>	<b>\$2,514,114</b>	<b>18.4%</b>
<b>Inter-Fund Transfers - OUT</b>			\$0	#DIV/0!
Benefit Liability Reserve Fund		\$110,000	(\$110,000)	#DIV/0!
Capital Fund		\$22,401	(\$22,401)	#DIV/0!
Reserve Fund	\$1,550,000	\$796,588	\$753,413	48.6%
<b>Total Expenditures</b>	<b>\$15,203,572</b>	<b>\$12,068,446</b>	<b>\$3,135,126</b>	<b>20.6%</b>
<b>Current Year Resources less Expenditures</b>	<b>(\$295,001)</b>	\$3,376,699	n/a	n/a
<b>Cash Balance - End of Month</b>	<b>\$5,639,375</b>	<b>\$9,311,075</b>	<b>\$3,671,700</b>	<b>65.1%</b>
<b>Total Expenditures &amp; EFB</b>	<b>\$20,842,947</b>	<b>\$21,379,522</b>	<b>536,575</b>	<b>2.6%</b>

**Woodinville Fire & Rescue**  
 Budget Performance Report  
 For the month ended November 30, 2018

**Cash/Investment Balances by Fund**

Cash/Investment Balance	Expense Fund	Benefit Charge Fund	Capital Project Fund	Reserve Fund	Benefit Liability Reserve Fund	Total All Funds
November 30, 2018	\$8,457,176	\$0	\$61,944	\$7,492,408	\$1,158,621	\$17,170,148
December 31, 2017	\$5,934,376	\$0	\$32,394	\$8,731,037	\$1,833,195	\$16,530,200
Dollar Increase (Decrease)	\$2,522,800	\$0	\$29,550	(\$1,238,629)	(\$674,574)	\$639,948
Percentage Increase (Decrease)	42.5%	.0%	91.2%	(14.2%)	(36.8%)	3.9%

For historical reference, 2013 through 2016 year-end cash/investment balances are shown below.

	Expense Fund	Benefit Charge Fund	Capital Project Fund	Reserve Fund	Benefit Liability Reserve Fund	Total All Funds
December 31, 2016	\$6,241,472	\$0	\$152,400	\$6,044,333	\$1,840,426	\$14,278,630
December 31, 2015	\$6,259,296	\$0	\$45,757	\$6,112,220	\$1,639,148	\$14,056,421
December 31, 2014	\$5,592,143	\$0	\$146,252	\$4,091,968	\$1,488,521	\$11,318,884
December 31, 2013	\$5,612,528	\$0	\$303,538	\$2,585,930	\$1,725,682	\$10,227,679

**Woodinville Fire & Rescue**  
 Budget Performance Report  
 For the month ended November 30, 2018

**Expense Fund - YTD Financial Statement**

Budget Performance by Fund	2018 Annual Budget	2018 YTD Actual	Fav/(Unfav) vs. Budget	
			Dollars	Percent
<b>Revenues</b>				
Beginning Balance	\$5,934,376	\$5,934,376	\$0	0.0%
<b>Current Year Revenues</b>				
Property Tax	\$8,386,798	\$8,380,862	(\$5,936)	-0.1%
EMS	\$573,584	\$573,584	\$0	0.0%
BLS Core - CMT Program		\$45,899	\$45,899	#DIV/0!
Permit/Plan Review Fees	\$100,000	\$108,072	\$8,072	8.1%
Miscellaneous Other	\$75,000	\$677,834		
<b>Inter-Fund Transfers - IN</b>				
Benefit Charge Fund	\$5,773,189	\$5,758,811	(\$14,378)	-0.2%
Capital Fund		\$275	\$275	#DIV/0!
Reserve Fund		\$114,798	\$114,798	#DIV/0!
Benefit Liability Reserve Fund		\$800,901	\$800,901	#DIV/0!
<b>Total Current Year Revenue</b>	<b>\$14,908,571</b>	<b>\$16,460,760</b>	<b>\$1,552,189</b>	<b>10.4%</b>
<b>Total Resources (BFB + Revenue)</b>	<b>\$20,842,947</b>	<b>\$22,395,136</b>	<b>\$1,552,189</b>	<b>7.4%</b>
<b>Expenditures</b>				
Salaries & Wages	\$7,075,451	\$6,206,357	\$869,094	12.3%
Benefits	\$3,416,214	\$3,522,951	(\$106,737)	-3.1%
Overtime - Operations	\$884,531	\$831,560	\$52,971	6.0%
Overtime - Training & Admin	\$138,375	\$69,409	\$68,966	49.8%
Office & Operating Supplies	\$222,000	\$131,227	\$90,773	40.9%
Vehicle Maintenance & Fuel	\$210,000	\$144,638	\$65,362	31.1%
Small Tools & Equipment	\$104,422	\$74,276	\$30,146	28.9%
Elections & Info	\$30,000	\$24,564	\$5,436	18.1%
Professional Services	\$207,408	\$87,610	\$119,798	57.8%
Communications & Dispatch	\$282,145	\$264,745	\$17,400	6.2%
Travel	\$47,584	\$76,223	(\$28,639)	-60.2%
Training & Education	\$155,143	\$57,171	\$97,972	63.1%
Advertising	\$3,250	\$8,376	(\$5,126)	-157.7%
Leases, Insurance, Water/Utilities, etc.	\$212,670	\$188,644	\$24,026	11.3%
Repair & Maintenance	\$361,064	\$237,451	\$123,613	34.2%

**Woodinville Fire & Rescue**  
 Budget Performance Report  
 For the month ended November 30, 2018

**Expense Fund - YTD Financial Statement**

Budget Performance by Fund	2018	2018	Fav/(Unfav) vs. Budget	
	Annual Budget	YTD Actual	Dollars	Percent
Miscellaneous Other	\$219,470	\$74	\$219,396	100.0%
Intergovernmental Services	\$83,845	\$132,696	(\$48,851)	-58.3%
<b>Sub-total (not incl. Intra-fund transfers)</b>	<b>\$13,653,572</b>	<b>\$12,057,971</b>	<b>\$1,595,601</b>	<b>11.7%</b>
<b>Inter-Fund Transfers - OUT</b>			\$0	#DIV/0!
Benefit Liability Reserve Fund		\$110,000	(\$110,000)	#DIV/0!
Capital Fund		\$22,401	(\$22,401)	#DIV/0!
Reserve Fund	\$1,550,000	\$1,747,588	(\$197,588)	-12.7%
<b>Total Expenditures</b>	<b>\$15,203,572</b>	<b>\$13,937,960</b>	<b>\$1,265,612</b>	<b>8.3%</b>
<b>Current Year Resources less Expenditures</b>	<b>(\$295,001)</b>	\$2,522,800	n/a	n/a
<b>Cash Balance - End of Month</b>	<b>\$5,639,375</b>	<b>\$8,457,176</b>	<b>\$2,817,801</b>	<b>50.0%</b>
<b>Total Expenditures &amp; EFB</b>	<b>\$20,842,947</b>	<b>\$22,395,136</b>	<b>1,552,189</b>	<b>7.4%</b>



WOODINVILLE FIRE & RESCUE  
Tuesday, December 4, 2018

**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

**Arriving Late**

Commissioner van Veen arrived at 1704 hours.

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

**Approval of Agenda in Content and Order**

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

**Public Comments**

None

**1. Staff Report 18-034 – ILA for Shared Use of Emergency Response Reserve Apparatus (attached hereto)**

DC Wallgren presented the report requesting that the Board adopt the attached Interlocal Agreement for Shared Use of Emergency Response Reserve Apparatus.

*Discussion:*

Commissioner Millman expressed concern that sharing a ladder truck may be difficult as some people may not know how to operate our particular truck.

Commissioner Osgood stated that it is a great idea and he wholly supports the concept and the ILA.

In response to a question from Commissioner Dorney, DC Wallgren stated that an oversight board will regularly address issues and concerns. He believes that the shared use of apparatus will bring cost savings and efficiencies.

***MOTION:*** Commissioner Dorney moved that the Board of Fire Commissioners authorize the Board Chair and the Fire Chief to sign the Interlocal Agreement for Shared Use of Emergency Response Reserve Apparatus. The motion was seconded by Commissioner van Veen. The motion passed, 5-0.

**2. Staff Report 18-035 – Surplus Property to Donate (attached hereto)**

CAO Montegary presented the report requesting that the Board permit staff to donate Self-Contained Breathing Apparatus (“SCBA”) that is no longer of use to the District to Clark County Fire & Rescue instead of putting it out for surplus.

***MOTION:*** Commissioner Dorney moved that the Board of Fire Commissioners approve staff’s recommendation to donate the SCBA equipment to Clark County Fire & Rescue. The motion was seconded by Commissioner van Veen. The motion passed, 5-0.

**3. Discussion: Fire Benefit Service Charge Election**

Fire Chief Ahearn and Commissioner Collins provided facts related to the Fire Benefit Charge election. The District will need to put it on the ballot in 2019.

*Discussion:*

After discussion regarding which election month to place the Fire Benefit Charge on the ballot, the Board directed staff to prepare for the April 23, 2019 election.

#### **4. Fire Chief's Report (attached hereto)**

##### **Incidents**

The District responded to 275 incidents since the last Board meeting. There was one significant incident:

At 19:45 on 11/23/2018 E35 was dispatched to a residential AFA on Mink Road that was upgraded to a kitchen fire. L31, L42, E33, E66, B31, MSO7, M35 and A17 were added to the call. The fire is being investigated by the King County Fire Marshal's Office.

##### **Budget**

Staff has no concerns with the 2018 budget. CAO Montegary, DC Wallgren and I have started our 2019 budget tour with the crews going over the 2019 budget that was approved by the Board.

##### **State Audit**

The State Auditor held the exit interview this afternoon just prior to this meeting.

##### **WSRB**

DC Wallgren and I met with our representative from WSRB today to discuss what can be done to possibly improve our rating next time.

##### **Personnel**

Two firefighters that were off line due to duty-related injuries have returned to duty. The one firefighter that was off line due to non-duty related illness has retired. The staff member that was off duty has returned to work on a limited schedule.

Firefighters Dale Griffith and Chris Hughes have retired as of December 2. Firefighter Griffith was with the District for almost 27 years and Firefighter Hughes was with the District for 25 years. They will be honored at our awards banquet on February 9.

Firefighter Matt Plush has been named the Team Leader of the Eastside Hazardous Materials Consortium. Current team lead, Captain Pete Brummel from Eastside Fire & Rescue, has taken a Deputy Chief position in Jefferson County.

*At Commissioner Millman's request Lieutenant Merritt provided an overview of the wildland fires they fought in California.*

*At Commissioner Osgood's request, DC Wallgren reported that the new HazMat rig will go into service on December 17. It will be stationed at Station 33 and serve Zone 1. Chief Ahearn stated that he would like to have FF Plush show the Board the rig at a future Board meeting.*



*At Commissioner Van Veen's request, DC Wallgren reported that he meets with the Woodinville ARES group once a month. They are working on getting the donated aid car insured.*

## **Community Relations**

### Upcoming Events:

#### Holiday Giving:

The District is collecting new, unwrapped toys for Hopelink and Maltby Food Bank; baby clothes and goods for Eastside Baby Corner and Socks for Seniors this Holiday season. The Woodinville Firefighters Benevolent Fund is accepting donations to assist the Woodinville Police Department with Shop with a Cop on December 15. They have been asked to assist more kids than they expected and could really use the help. The Woodinville Firefighters Benevolent Fund gives most of the money to this event.

### Recent Events:

Woodinville Chamber of Commerce Monthly Luncheon: Thanks to Commissioners Collins, van Veen and Millman for attending the Woodinville Chamber of Commerce Monthly Business Luncheon held in the bay at Station 31 on November 15. It was a huge success and all proceeds from that luncheon went to Shop with a Cop.

Woodinville Winterfest: On December 1, crews from D Shift participated in Woodinville Winterfest. Ladder 31 escorted Santa in the parade. Crews enjoyed time with the community and made sure to shake hands and take pictures with the people who were there to celebrate.

## **5. Consent Agenda**

- a. Approval of Minutes from the November 6, 2018 special meeting
- b. Approval of Payroll Vouchers ACH18-21 for \$333,916.83 and ACH 18-22 for \$450,537.83
- c. Approval of General Vouchers 181101001 through 181101056 for \$129,286.19.
- d. Approval of Capital Vouchers 181102001 for \$1,925.49.

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

## **6. Reports/Requests from the Commissioners/Good of the Order**

Commissioner van Veen:

- No report

Commissioner Dorney:

- No report

Commissioner Osgood:

- Expressed a need for a Board Retreat in January or February and asked Board Secretary Michael to add it to the January Board agenda.

Commissioner Millman:

- No report

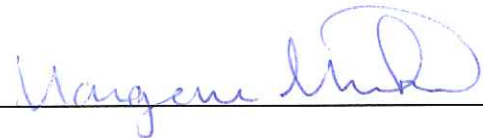
Commissioner Collins:

- No report

**7. Adjournment**

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

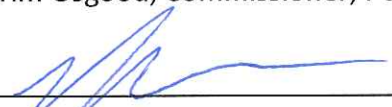
**The meeting adjourned at 1743 hours.**

  
\_\_\_\_\_  
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  
Tuesday, December 4, 2018

**SPECIAL MEETING OF THE BOARD OF FIRE COMMISSIONERS/  
AUDIT EXIT INTERVIEW**

Commissioner Collins called the meeting to order at 1600 hours.

Roll call was taken and was as follows:

**Roll Call**

Commissioner Collins (Chair)

Commissioner Dorney (Vice Chair)

Commissioner Millman

**Staff**

Fire Chief Greg Ahearn

Deputy Fire Chief Wallgren

Chief Administrative Officer Montegary

Executive Assistant/Board Secretary Michael

**Washington State Auditors**

Wendy Choy (Audit Manager)

Haji Adams (Assistant Audit Manager)

Sheri Campbell (Audit Lead)

**Public Comments**

None

**1. Audit Exit Interview (packet attached hereto)**

Auditor Choy provided an overview of the Washington State Auditor's Office and their duties.

Auditor Campbell explained that she performed accountability and financial audits. She provided an overview of the accountability audit and noted that she found no exceptions. She then provided an overview of the financial audit and noted that it was a clean audit. She provided exit recommendations.

Auditor Adams explained the representation letter in the packet. In response to Commissioner Collins question, he explained how audit costs are assessed.

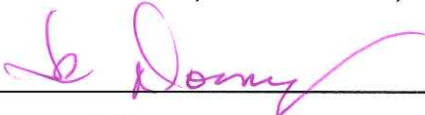
**2. Adjournment**

**The meeting adjourned at 1626 hours.**




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Derek van Veen, Commissioner, Position 1




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Jim Dorney, Commissioner, Position 2



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Tim Osgood, Commissioner, Position 3



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Mike Millman, Commissioner, Position 4



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Roger Collins, Commissioner, Position 5



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Margene Michael, Board Secretary



**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

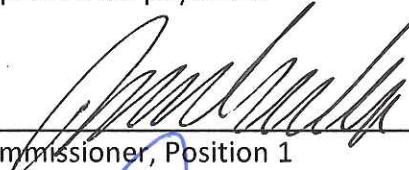
**EXPENSE ACCOUNT**


**Fund # 10-036-0010**

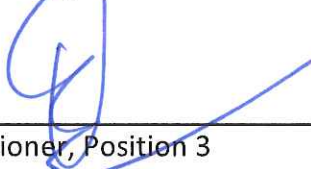
**Board of Directors Approval:** We, the Board of Directors of the above-named governmental unit of King County, Washington do hereby certify that the services hereinafter specified have been received and that the vouchers identified below are approved for payment.


Date: 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 18-23	12/6/18, 12/7/18, 12/10/18	\$ 373,215.55

  
\_\_\_\_\_  
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 Dec 10, 2018

## 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	51,469.04
3	DCP	100360010			24219		00000	12,447.15
4							00000	
5							00000	
6							00000	
							<b>Total</b>	<b>\$63,916.19</b>

## PAYEE INFORMATION

Company  Address  City  State  Zip

## BANK INFORMATION FOR WIRE PAYMENTS


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

## CONTACT INFORMATION Typed or Printed

Contact Name  Organization   
 Email  Phone #  Ext  Fax #

## AUTHORIZATION Certification for Payment (By Authorized Signer) RCW 42.24.080

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

Signature  Title Fire Chief Date Dec 13, 2018  
 Print Name Gregory Ahearn Phone # 425-483-7911 Email gahearn@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 Dec 10, 2018

## PAYMENT INFORMATION

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  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	13,974.17
3							00000	
4							00000	
5							00000	
6							00000	
<b>Total</b>								<b>\$13,974.17</b>

## PAYEE INFORMATION

Company  Address  City  State  Zip

## BANK INFORMATION FOR WIRE PAYMENTS

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

## CONTACT INFORMATION

Typed or Printed

Contact Name  Organization   
 Email  Phone #  Ext  Fax #

## AUTHORIZATION

Certification for Payment (By Authorized Signer) RCW 42.24.080

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

Signature *Joan Montegary* Title Chief Administrative Officer Date Dec 6, 2018  
 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

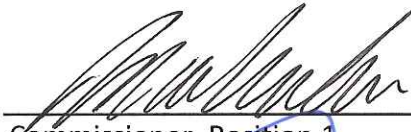
**EXPENSE ACCOUNT**


**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.

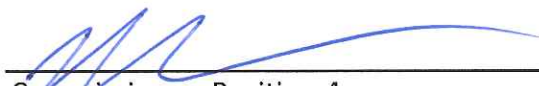
Date: January 8, 2019


Approved for payment:

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

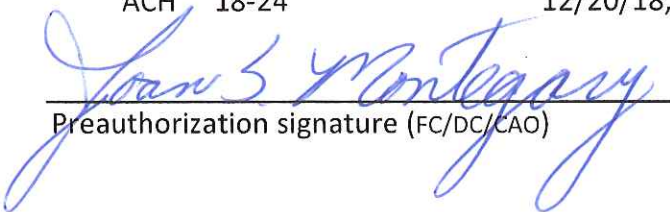
  
\_\_\_\_\_  
Commissioner, Position 2

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

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

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

Reference #	ACH Request Date(s):	Total ACH Requests
ACH 18-24	12/20/18, 12/21/18	\$ 457,263.70

  
\_\_\_\_\_  
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 Dec 21, 2018

## 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	13,974.17
3							00000	
4							00000	
5							00000	
6							00000	
<b>Total</b>								<b>\$13,974.17</b>

## PAYEE INFORMATION

Company  Address  City  State  Zip

## BANK INFORMATION FOR WIRE PAYMENTS

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

## CONTACT INFORMATION

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 Montegary* Title Chief Administrative Officer Date Dec 20, 2018  
 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 Dec 21, 2018

## 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	44,896.62
3	DCP	100360010			24219		00000	12,505.64
4							00000	
5							00000	
6							00000	
							<b>Total</b>	\$57,402.26

## PAYEE INFORMATION

Company  Address  City  State  Zip

## BANK INFORMATION FOR WIRE PAYMENTS

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

## CONTACT INFORMATION

Typed or Printed

Contact Name  Organization   
 Email  Phone #  Ext  Fax #

## AUTHORIZATION

Certification for Payment (By Authorized Signer) RCW 42.24.080

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

Signature *Joan S. Montegary* Title Chief Administrative Officer Date Dec 20, 2018  
 Print Name Joan Montegary Phone # 425-483-7912 Email jmontegary@wf-r.org





# Special District Voucher Approval Document

Scheduled Payment Date: 12/28/2018  
 Total Amount: \$46,103.72  
 Control Total: 6  
 Payment Method: WARRANT

District Name: Woodinville Fire & Rescue  
 File Name: AP\_WDNVLFIR\_APSUPINV\_20181220141059.csv  
 Fund #: 100363020

### CONTACT INFORMATION

Preparer's Name: Charlene Inman



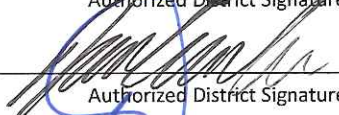



Email Address: cinman@wf-r.org

### PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

	<u>12/20/18</u>		<u>1.8.2019</u>
Authorized District Signature	Date	Authorized District Signature	Date
	<u>1/6/19</u>		<u>1/3/19</u>
Authorized District Signature	Date	Authorized District Signature	Date
	<u>1/3/2019</u>		<u>1/8/19</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\_20181220141059.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
BANK OF AMERICA (BEVERLY)			181202001	12/21/2018	\$2,397.06	
KING COUNTY FINANCE			181202002	12/21/2018	\$16,937.50	
MCKINSTRY CO LLC			181202003	12/21/2018	\$20,350.00	
NATIONAL BUSINESS FURNITURE			181202004	12/21/2018	\$2,002.00	
RADIO COMMUNICATION SERVICES			181202005	12/21/2018	\$4,395.82	
SETH MERRITT			181202006	12/21/2018	\$21.34	



# Special District Voucher Approval Document

Scheduled Payment Date: 12/28/2018  
 Total Amount: \$75,739.94  
 Control Total: 58  
 Payment Method: WARRANT

District Name: Woodinville Fire & Rescue  
 File Name: AP\_WDNVLFIR\_APSUPINV\_20181220141500.csv  
 Fund #: 100360010

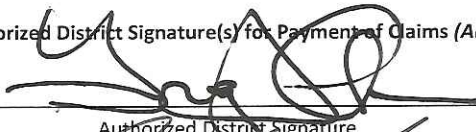




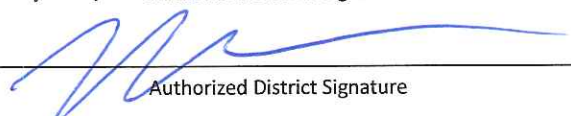
**CONTACT INFORMATION**

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

**PAYMENT CERTIFICATION** RCW (42.24.080)

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

	<u>12/20/18</u>		<u>7-8-2019</u>
Authorized District Signature	Date	Authorized District Signature	Date
	<u>1/8/19</u>		<u>11/3/18</u>
Authorized District Signature	Date	Authorized District Signature	Date
	<u>1/3/2019</u>		<u>1/8/19</u>
Authorized District Signature	Date	Authorized District Signature	Date

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Batch Processed By: \_\_\_\_\_

Date Processed: \_\_\_\_\_



# Special District Voucher Approval Document

District Name: Woodinville Fire & Rescue

File Name: AP\_WDNVLFIR\_APSUPINV\_20181220141500.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AFFORDABLE WASHINGTON BACKFLOW, LLC			181203001	12/21/2018	\$489.70	
AIRGAS USA LLC			181203002	12/21/2018	\$129.67	
BANK OF AMERICA (AHEARN)			181203003	12/21/2018	\$154.44	
BANK OF AMERICA (BEVERLY)			181203004	12/21/2018	\$3,264.69	
BANK OF AMERICA (DAVIS)			181203005	12/21/2018	\$90.82	
BANK OF AMERICA (MAGISTRALE)			181203006	12/21/2018	\$1,063.04	
BANK OF AMERICA (MCCAMBRIDGE)			181203007	12/21/2018	\$772.02	
BANK OF AMERICA (MERRITT)			181203008	12/21/2018	\$687.59	
BANK OF AMERICA (MICHAEL)			181203009	12/21/2018	\$708.19	
BANK OF AMERICA (MONTEGARY)			181203010	12/21/2018	\$121.73	
BANK OF AMERICA (SMITH)			181203011	12/21/2018	\$204.92	
BANK OF AMERICA (WALLGREN)			181203012	12/21/2018	\$564.40	
BULGER SAFE & LOCK			181203013	12/21/2018	\$863.50	
CHAD DEVLIEGER			181203014	12/21/2018	\$99.96	
CHEMMARK			181203015	12/21/2018	\$200.75	
CLOTH TATTOO LLC			181203016	12/21/2018	\$42.90	
COMCAST CABLE			181203017	12/21/2018	\$118.55	
DATAQUEST			181203018	12/21/2018	\$150.50	
DAVID MAIN			181203019	12/21/2018	\$475.00	
DQE			181203020	12/21/2018	\$1,689.70	
EPSCA			181203021	12/21/2018	\$1,742.25	
EVERGREEN HEALTH			181203022	12/21/2018	\$1,581.00	
FIRE FLEET MAINTENANCE LLC			181203023	12/21/2018	\$8,305.40	
FRONTIER			181203024	12/21/2018	\$1,447.26	
GALLS LLC			181203025	12/21/2018	\$171.57	
HERMES ENTERPRISES INC			181203026	12/21/2018	\$5,023.70	
HILL STREET CLEANERS INC			181203027	12/21/2018	\$149.24	
HUGHES FIRE EQUIPMENT			181203028	12/21/2018	\$571.90	
KYLE BRYNE			181203029	12/21/2018	\$127.61	
LIFE ASSIST INC			181203030	12/21/2018	\$1,680.80	
LN CURTIS & SONS			181203031	12/21/2018	\$6,594.85	
MCKINSTRY CO LLC			181203032	12/21/2018	\$830.70	
MUNICIPAL EMERGENCY SERVICES INC			181203033	12/21/2018	\$1,028.37	
NATIONAL BUSINESS FURNITURE			181203034	12/21/2018	\$12,703.07	



# Special District Voucher Approval Document

District Name: Woodinville Fire & Rescue

File Name: AP\_WDNVLFIR\_APSUPINV\_20181220141500.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
PITNEY BOWES GLOBAL			181203035	12/21/2018	\$408.93	
PORTER FOSTER RORICK LLP			181203036	12/21/2018	\$450.00	
PUGET SOUND ENERGY			181203037	12/21/2018	\$5,964.78	
PURCELL TIRE AND SERVICE			181203038	12/21/2018	\$119.03	
REMOTE SATELLITE SYSTEMS			181203039	12/21/2018	\$55.00	
RICOH USA PROGRAM			181203040	12/21/2018	\$559.63	
SEAWESTERN			181203041	12/21/2018	\$59.24	
SHELL FLEET 80 001 9958 1			181203042	12/21/2018	\$2,843.77	
SPEEDY GLASS			181203043	12/21/2018	\$417.35	
STATE AUDITOR'S OFFICE			181203044	12/21/2018	\$332.85	
STERICYCLE			181203045	12/21/2018	\$207.99	
SUMMIT LAW GROUP PLLC			181203046	12/21/2018	\$701.50	
UNITED OIL 23165			181203047	12/21/2018	\$541.03	
US DISPATCH CORP			181203048	12/21/2018	\$63.00	
VALLEY MEDICAL CENTER			181203049	12/21/2018	\$3,020.00	
VERIZON WIRELESS			181203050	12/21/2018	\$1,354.89	
VERIZON WIRELESS			181203051	12/21/2018	\$96.90	
WA FIRE COMMISSIONERS ASSOC			181203052	12/21/2018	\$295.00	
WASHINGTON ALARM			181203053	12/21/2018	\$213.44	
WASTE MANAGEMENT OF WA SNOKING			181203054	12/21/2018	\$1,222.51	
WESTERN EXTERMINATOR COMPANY			181203055	12/21/2018	\$385.00	
WOLFE FIRE PROTECTION INC			181203056	12/21/2018	\$606.22	
WOOD FIRE PETTY CASH FUND			181203057	12/21/2018	\$1,191.02	
WOODINVILLE WATER DISTRICT			181203058	12/21/2018	\$781.07	





# Special District Voucher Approval Document

Scheduled Payment Date: 01/11/2019  
 Total Amount: \$17,313.79  
 Control Total: 17  
 Payment Method: WARRANT

District Name: Woodinville Fire & Rescue  
 File Name: AP\_WDNVLFIR\_APSUPINV\_20190102161612.csv  
 Fund #: 100360010

### CONTACT INFORMATION

Preparer's Name: \_\_\_\_\_


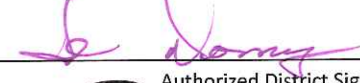

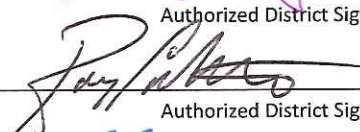


Email Address: cinman@wf-r.org

### PAYMENT CERTIFICATION

RCW (42.24.080)

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

	<u>1-3-2019</u>		<u>1.8.2019</u>
Authorized District Signature	Date	Authorized District Signature	Date
	<u>1/8/19</u>		<u>1/3/19</u>
Authorized District Signature	Date	Authorized District Signature	Date
	<u>1-3-2019</u>		<u>1/8/19</u>
Authorized District Signature	Date	Authorized District Signature	Date

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### 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\_20190102161612.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
BANK OF AMERICA (MICHAEL)			190101001	01/11/2019	\$101.17	
BIAS ACCOUNTING SOFTWARE			190101002	01/11/2019	\$9,174.30	
COMCAST BUSINESS			190101003	01/11/2019	\$108.55	
COMCAST CABLE			190101004	01/11/2019	\$166.35	
DQE			190101005	01/11/2019	\$660.20	
EAGLE PEST ELIMINATORS INC			190101006	01/11/2019	\$71.50	
GALLS LLC			190101007	01/11/2019	\$170.00	
JEFF SMITH			190101008	01/11/2019	\$2,232.57	
KC FIRE COMMISSIONERS ASSOC			190101009	01/11/2019	\$180.00	
REGION 3 FIRE COUNCIL			190101010	01/11/2019	\$225.00	
RICOH USA INC			190101011	01/11/2019	\$210.37	
SEAWESTERN			190101012	01/11/2019	\$146.96	
THE FIRE STORE			190101013	01/11/2019	\$621.94	
UNITED OIL 23165			190101014	01/11/2019	\$401.31	
VALLEY MEDICAL CENTER			190101015	01/11/2019	\$1,520.00	
WASHINGTON ALARM			190101016	01/11/2019	\$208.44	
WASTE MANAGEMENT OF WA SNOKING			190101017	01/11/2019	\$1,115.13	