



**Woodinville Fire & Rescue**

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

**Tuesday, August 6, 2019  
5:00 p.m.**

**AGENDA**

Call to Order/Flag Salute/Roll Call

Approval of Agenda in Content and Order

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

**Board Business Items**

1. Staff Report 19-019 – Policy Adoption; and Resolution 2019-05
2. Staff Report 19-020 – Policy Adoption and Deletion; and Resolutions 2019-06, 2019-07, and 2019-08
3. Staff Report 19-021 – Policy Adoption and Deletion; and Resolutions 2019-09, 2019-10, and 2019-11
4. Staff Report 19-022 – Interlocal Agreement with King County for Fire Protection Services
5. Staff Report 19-023 – Benefit Charge Vendor Contract for 2019-2020
6. Fire Chief's Report
7. Consent Agenda
  - a. Approval of Minutes from the July 2, 2019 Regular Meeting and the July 16, 2019 Special Meeting
  - b. Approval of Payroll Vouchers ACH 19-13 for \$417,876.49 and 19-14 for \$550,944.18
  - c. Approval of General Vouchers for \$80,928.05 and \$114,890.53 and Capital Vouchers for \$11,990.00 and \$4,622.05
8. Reports and Requests from the Commissioners/Good of the Order
9. Adjournment

WOODINVILLE FIRE & RESCUE  
Tuesday, August 6, 2019

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

Commissioner Osgood called the meeting to order at 1701 hours. Roll call was taken and was as follows:

**Roll Call**

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

**Staff**

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

**Arriving Late**

***MOTION:** Commissioner Millman moved to excuse Commissioner Collins' late arrival due to work. The motion was seconded by Commissioner van Veen. The motion passed, 4-0.*

**Approval of Agenda in Content and Order**

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

**Public Comments**

None

**1. Staff Report 19-019 – Adoption of Policy 1026, Social Media (attached hereto)**

CAO Montegary presented the above-referenced staff report. The corresponding Resolution, 2019-05, was presented to the Board with the recommendation for approval and adoption necessary to adopt Policy 1026, Social Media.

In response to Commissioner Millman's question, CAO Montegary reported that this policy is new and does not replace an existing policy. She noted that until recently the District did not have a social media presence, and the District felt it was important to create a policy on the front end.

In response to Commissioner van Veen's question, CAO Montegary reported that all content posted on social media accounts is funneled through CSO/PIO Breault, and as the subject matter expert she oversees posting only appropriate content.

In response to Commissioner Dorney's question, CAO Montegary reported that the policy covers all District personnel, while section 4.7 covers procedures for on-duty crews while on calls.

In response to Commissioner van Veen's question, CAO Montegary reported that there are guidelines in the policy about not posting images of patients' faces or other identifying information such as license plates. CAO Montegary emphasized the importance of CSO/PIO Breault filtering social media content.

In response to Commissioner Millman's question, CAO Montegary reported that the District has a couple policies that cover conduct in general that would translate to personal social media accounts, to include a general responsibilities and code of ethics policy.

***MOTION:*** Commissioner Millman moved to accept staff's recommendation and adopt Resolution 2019-05, a Resolution adopting Policy 1026, Social Media. The motion was seconded by Commissioner Dorney. The motion passed, 4-0.

**2. Staff Report 19-020 – Adoption of Policies 3204, Post Incident Analysis; 4102, Apparatus Status, Staffing and Response; and 4204, Reporting Still Alarms; Deletion of Manual of Operations Sections 500-06.14, Post Incident Analysis; 500-05.02, Apparatus Status, Staffing and Response; and 500-04.17, Reporting Still Alarms (attached hereto)**

CAO Montegary presented the above-referenced staff report. The corresponding Resolutions, 2019-06, 2019-07, and 2019-08, were presented to the Board with the recommendation for approval and adoption necessary to adopt Policy 3204, Post Incident Analysis; Policy 4102, Apparatus Status, Staffing and Response; and Policy 4204, Reporting Still Alarms; as well as to delete three sections from the Manual of Operations.

***MOTION:*** Commissioner Millman moved to accept staff's recommendation and approve and adopt Resolution 2019-06, a Resolution adopting Policy 3204, Post Incident Analysis; Resolution 2019-07, a Resolution adopting Policy 4201, Apparatus Status, Staffing, and Response; and Resolution 2019-08, a Resolution adopting Policy 2404, Reporting Still Alarms. Additionally,

*Commissioner Millman moved to accept staff's recommendation to delete Manual of Operations sections 500-06.14, Post Incident Analysis; 500-05.02, Apparatus Status, Staffing and Response; and 500-04.17, Reporting Still Alarms. The motions were seconded by Commissioner van Veen. The motions passed, 4-0.*

**3. Staff Report 19-021 – Adoption of Policies 4205, Emergency Call Back; 4301, Patient Transport; and 4601, HazMat Team; Deletion of Manual of Operations Sections 500-06.13, Emergency Call Back Procedures; 500-04-04, Transport Guidelines; 500-05.03, HazMat Team Response Guidelines; and 500-06.11, HazMat Team Program, Response and Procedures (attached hereto)**

CAO Montegary presented the above-referenced staff report. The corresponding Resolutions, 2019-09, 2019-10, and 2019-11 were presented to the Board with the recommendation for approval and adoption necessary to adopt Policy 4205, Emergency Call Back; Policy 4301, Patient Transport; and Policy 4601, HazMat Team.

In response to Commissioner Millman's question, Deputy Chief Wallgren reported that typically when the Aid Car responds, they will transport the patient to the closest hospital. He explained that if the patient requests a hospital that is farther away, the standard policy is to call for transport, with the company officer determining the best option. In the event of an engine or ladder truck response, they can request a Woodinville Fire & Rescue Aid Car for transport or call AMR for transport. He noted that the District has a contract with AMR, and the District receives monthly reports from them regarding their service.

***MOTION:*** *Commissioner van Veen moved to accept staff's recommendation and approve and adopt Resolution 2019-09, a Resolution adopting Policy 4205, Emergency Call Back; Resolution 2019-10, a Resolution adopting Policy 4301, Patient Transport; and Resolution 2019-11, a Resolution adopting Policy 4601, HazMat Team. Additionally, Commissioner van Veen moved to accept staff's recommendation to delete Manual of Operations sections 500-06.13, Emergency Call Back Procedures; 500-04.04, Transport Guidelines; 500-05.03, HazMat Team Response Guidelines; and 500-06.11, HazMat Team Program, Response and Procedures. The motions were seconded by Commissioner Millman. The motions passed, 4-0.*

**4. Staff Report 19-022 – Interlocal Agreement with King County for Fire Protection Services (attached hereto)**

Chief Ahearn presented the above-referenced staff report summarizing the Interlocal Agreement received from King County wherein the District will be compensated for fire protection services to County-owned property within the District. Staff requested the Board authorize the Board Chair to sign the Interlocal Agreement as presented.



***MOTION:*** Commissioner Millman moved to accept staff's recommendation to authorize the Board Chair to sign the Interlocal Agreement for Fire Protection Services to the County Properties as presented. The motion was seconded by Commissioner van Veen. The motion passed, 4-0.

**5. Staff Report 19-023 – Benefit Charge Vendor Contract for 2019-2020 (attached hereto)**

CAO Montegary presented the above-referenced staff report summarizing the vendor contract received from Mr. Neil Blindheim at Interface Systems Management Consultants, who performs all tasks relating to the calculation and notification of benefit charges to include cost breakdown and total cost of service, with the recommendation that the Board approve and sign the Agreement for Consulting Services Relating to the Computation of Services Concerning Benefit Charge Amounts.

In response to Commissioner Osgood's question, CAO Montegary reported that she was unsure if Shoreline also uses Interface Systems Management Consultants, but that if they don't, they likely perform the work in house. Deputy Chief Wallgren noted that all agencies that have a benefit charge use them except for Puget Sound Regional Fire Authority, who has a department dedicated to managing it.

***MOTION:*** Commissioner van Veen moved to accept staff's recommendation to authorize the Board Chair to sign the Agreement for Consulting Services Relating to the Computation of Services Concerning Benefit Charge Amounts between Woodinville Fire & Rescue and Interface Systems Management Consultants in an amount not to exceed \$22,000. The motion was seconded by Commissioner Millman. The motion passed, 4-0.

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

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

In response to Commissioner van Veen's question, Chief Ahearn reported that the fireworks related call on July 4<sup>th</sup> was the result of a tree catching fire.

In response to Commissioner van Veen's question, Chief Ahearn reported that CSO/PIO Breault could give the Commissioners a presentation on the new website once it's up and running and could meet offline with Commissioner van Veen.

In response to Commissioner Millman's question, Chief Ahearn reported that a joint Board meeting is taking place on August 13 with Northshore and Shoreline to discuss regionalization.

In response to Commissioner Dorney's question, Chief Ahearn discussed the procedure to upstaff the brush truck on July 4<sup>th</sup>, to include monitoring call volume to determine needs.

Commissioner Collins arrived at 1736 hours.

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

- a. Approval of Minutes from the July 2, 2019 Regular Meeting and the July 16 Special Meeting.
- b. Approval of Payroll Vouchers ACH 19-13 for \$417,876.49 and 19-14 for \$550,944.18
- c. Approval of General Vouchers for \$80,928.05 and \$114,890.53 and Capital Vouchers for \$11,990.00 and \$4,622.05

**MOTION:** Commissioner Collins 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.

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

The Commissioners had a discussion on the topic of regionalization, to include preparing for next week's joint Board meeting by working towards developing a list of "must-haves" for consolidation.

**9. Adjournment**

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

**The meeting adjourned at 1848 hours.**


  
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Nicole Frisch, Board Secretary

  
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Derek van Veen, Commissioner, Position 1



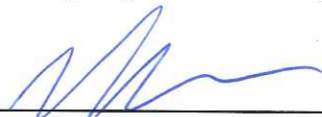
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Jim Dorney, Commissioner, Position 2



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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

# Woodinville Fire & Rescue



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

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DATE: August 6, 2019  
TO: Roger Collins, Chair  
Board of Fire Commissioners  
FROM: Joan Montegary, Chief Administrative Officer *JSM*  
SUBJECT: **Staff Report 19-019**  
**Policy Adoption**  
**Policy 1026, Social Media**

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### Background

Your packet contains new Policy 1026, Social Media and the corresponding Resolution for approval and adoption by the Board.

The policy has been reviewed by the executive team, the Local's executive board, and legal counsel.

CSO/PIO Breault briefed you on our social media platforms at your last regular Board meeting. This policy was distributed for early release via Chief's Memo in anticipation of Board adoption on the normal schedule.

### Requested Action

Staff requests that the Board adopt Resolution 2019-05, included in your packet, which adopts the new policy. The Resolution is detailed in the proposed motion at the end of this memorandum.

*The Executive Committee recommends that the Board adopt Resolution 2019-05 necessary to adopt Policy 1026, Social Media.*

## PROPOSED MOTION

I move that the Board of Fire Commissioners adopt Resolution 2019-05, A

Resolution Adopting Policy No. 1026, Social Media.

# Woodinville Fire & Rescue

## Policy/Procedure/Practice



<b>Subject:</b>	Social Media	<b>Number:</b>	1026
<b>Effective Date:</b>	October 1, 2019	<b>Revision Date:</b>	

### 1.0 Policy Statement

- 1.1. It is the policy of Woodinville Fire & Rescue (the "District") to create social media accounts to:
  - 1.1.1. communicate District activities and information to the public;
  - 1.1.2. create a trusted source for community risk reduction information; and
  - 1.1.3. assist in establishing and controlling the District's brand and messaging.
- 1.2. The District will utilize the *International Association of Fire Fighters Social Media Legal Issues and Guidelines* to the extent applicable.

### 2.0 Applicability and Scope

- 2.1. This policy applies to all employees, Fire Commissioners, and volunteers of the District.
- 2.2. This policy shall provide guidelines relative to all social media platforms.

### 3.0 Responsibility

- 3.1. It is the responsibility of the Community Services Officer/Public Information Officer ("CSO/PIO") to:
  - 3.1.1. coordinate with the Executive Team on the District's overall involvement in social media platforms;
  - 3.1.2. create and execute social media strategy to align with District communication goals;
  - 3.1.3. generate, edit, post, and manage content posted or published to the District's social media platforms;

- 3.1.4. respond to inquiries received through social media from followers/residents in a timely manner;
  - 3.1.5. review with the Deputy Chief of Response Operations and approve or deny all employee requests for participation in the District's social media platforms; and
  - 3.1.6. provide any responsive social media content or records for public records requests.
- 3.2. It is the responsibility of the Deputy Chief of Response Operations to assume the oversight of social media platforms in the absence of the CSO/PIO.
  - 3.3. District employees are responsible for making requests, in writing, to the CSO/PIO for participation in the District's social media platforms.

#### **4.0 Procedures**

- 4.1. District employees, Commissioners, and volunteers shall not launch social media sites representing the District.
- 4.2. Any involvement by District employees with personal social media platforms at work must comply with Policy 1025, Internal Communications.
- 4.3. Employees who post photographs of themselves on District property, in uniform or otherwise identify themselves as employees of the District on social media or other online platforms shall conduct themselves at all times as representatives of the District and shall be respectful of others, professional in tone and adhere to all District policies, procedures, rules, and orders, as well as local, state, and federal law.
- 4.4. Employees shall refer to District Policy 1021, General Responsibilities/Code of Ethics with regard to acceptable behavior on social media platforms.
- 4.5. Social media content that relates to District business may be a public record subject to retention and disclosure under state law. For that reason, except for when assigned as part of their official duties, employees are prohibited from using social media to conduct District business.
- 4.6. Employees are required to protect and maintain the confidentiality of all private and confidential District information.

- 4.7. On-duty crews providing content (images and/or video) to the CSO/PIO:
  - 4.7.1. shall only provide content from District-owned devices;
  - 4.7.2. shall not interrupt operational duties to provide content;
  - 4.7.3. may photograph, document, or record emergency scenes utilizing District-owned devices with proper authorization from the command authority in charge of the scene;
  - 4.7.4. may not forward/copy any images or video from District-owned devices to any personal device not owned by the District; and
  - 4.7.5. may not use any images or video captured or documented at emergency scenes on personal social media platforms.
- 4.8. District electronic resources that allow members of the public to post material on District-established websites are not intended to create a public forum for the exercise of First Amendment rights. Instead, they are intended to create a government-sponsored limited forum to facilitate and support the District's mission. The District will routinely monitor its social media accounts and remove posted materials that fail to comply with the requirements of this policy including the following rules:
  - 4.8.1. All content must be directly and materially relevant to the District-sponsored content that invites public comment or responses.
  - 4.8.2. Content that is false, harassing, threatening, vulgar, indecent, obscene, defamatory, libelous, or harmful to minors in any way; involves misrepresentations or personal attacks; promotes illegal activity; violates the legal ownership interests of another party (*e.g.*, copyright violations); or demeans or disparages an individual or group of individuals is prohibited.
  - 4.8.3. Content may not promote, foster, or perpetuate discrimination on the basis of race, national origin, age, religion, gender, marital status, physical or mental disability, or sexual orientation.
  - 4.8.4. Content may not include advertising, promotion of commercial services or products, solicitation of funds for any purpose, statements in support or opposition to political candidates or ballot propositions, or content encouraging grassroots lobbying of elected officials on any issue.

- 4.8.5. Posting links to websites or other electronic content, unless inherent in the social network involved, is prohibited.

**5.0 Reference**

- 5.1. [RCW 52.14.100](#) - Meetings, powers and duties of the Board.
- 5.2. [RCW 42.56](#) – Public Records Act
- 5.3. [WAC 44-14](#) – Public Records Act Model Rules
- 5.4. Woodinville Fire & Rescue Board of Fire Commissioners – Resolution 19-05.
- 5.5. Woodinville Fire & Rescue Policy 1021, General Responsibilities/Code of Ethics
- 5.6. Woodinville Fire & Rescue Policy 1025, Internal Communications
- 5.7. *National Volunteer Workforce Solutions Social Media Handbook*, International Association of Fire Chiefs, 2017
- 5.8. *Social Media Legal Issues and Guidelines*, International Association of Fire Fighters, Mesha Williams, Megan Mechak, 2016
- 5.9. Author(s)

5.9.1. Originator

Name	Catherine Breault
Rank	CSO/PIO
Assignment	Administration
Date	March 28, 2019

**6.0 Appendix – N/A**

**7.0 Practice – N/A**



**WOODINVILLE FIRE & RESCUE  
RESOLUTION NO. 2019-05**

**A RESOLUTION ADOPTING POLICY NO 1026,  
SOCIAL MEDIA**

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**RECITALS**

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

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

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

**WHEREAS**, the District provided Local 2950 with a copy of the proposed new policy under an agreed District/Local policy review process; and

**WHEREAS**, Local 2950’s feedback on the policy was accepted.

**NOW, THEREFORE**, it is resolved that the Board of Fire Commissioners of the District has adopted Policy 1026, Social Media, and that the content of the paragraphs shown below shall become the policy segment of said policy.

***Policy Section 1026, Social Media***

**1.0 Policy Statement**

- 1.1. It is the policy of Woodinville Fire & Rescue (the “District”) to create social media accounts to:
  - 1.1.1. communicate District activities and information to the public;
  - 1.1.2. create a trusted source for community risk reduction information; and
  - 1.1.3. assist in establishing and controlling the District’s brand and messaging.

- 1.2. The District will utilize the *International Association of Fire Fighters Social Media Legal Issues and Guidelines* to the extent applicable.

**ADOPTED AT A REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS OF WOODINVILLE FIRE & RESCUE THIS 6<sup>th</sup> day of August, 2019.**

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

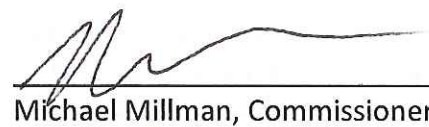
**Approved as to Form:**

/s/ Jeffrey Ganson  
Jeffrey Ganson, District Counsel

  
Derek van Veen, Commissioner, Position 1

  
Jim Dorney, Commissioner, Position 2

  
Timothy Osgood, Commissioner, Position 3

  
Michael Millman, Commissioner, Position 4

  
Roger Collins, Commissioner, Position 5

**Attest:**

  
Nicole Frisch, Board Secretary

# Woodinville Fire & Rescue



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

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DATE: August 6, 2019

TO: Roger Collins, Chair  
Board of Fire Commissioners

FROM: Joan Montegary, Chief Administrative Officer *JM*

SUBJECT: **Staff Report 19-020**  
**Policy Adoption and Deletion**  
**Policy 3204, Post Incident Analysis (Adoption)**  
**Manual of Operations 500-06.14, Post Incident Analysis (Deletion)**  
**Policy 4102, Apparatus Status, Staffing and Response (Adoption)**  
**Manual of Operations 500-05.02, Apparatus Status, Staffing and Response (Deletion)**  
**Policy 4204, Reporting Still Alarms (Adoption)**  
**Manual of Operations 500-04.17, Reporting Still Alarms (Deletion)**

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### Background

Your packet contains three new policies as listed above and the corresponding Resolutions for approval and adoption by the Board.

The policies has been reviewed by the executive team, the Local's executive board, and legal counsel.

### Requested Action

Staff requests that the Board adopt Resolutions 2019-06, 2019-07, and 2019-08, included in your packet, which adopt the new policies. The Resolutions are detailed in the proposed motion at the end of this memorandum. Additionally, Staff requests that the Board move to delete three sections from the Manual of Operations, also detailed in the proposed motion at the end of this memorandum.

*The Executive Committee recommends that the Board accept Staff's recommendations.*

## PROPOSED MOTION

I move that the Board of Fire Commissioners adopt:

- Resolution 2019-06, A Resolution Adopting Policy No. 3204, Post Incident Analysis
- Resolution 2019-07, A Resolution Adopting Policy No. 4102, Apparatus Status, Staffing, and Response; and
- Resolution 2019-08, A Resolution Adopting Policy No. 4204, Reporting Still Alarms.

Additionally, I move that the Board of Fire Commissions delete Manual of Operations sections:

- 500-06.14, Post Incident Analysis;
- 500-05.02, Apparatus Status, Staffing and Response; and
- 500-04.17, Reporting Still Alarms

# Woodinville Fire & Rescue

## Policy/Procedure/Practice



<b>Subject:</b>	Post Incident Analysis	<b>Number:</b>	3204
<b>Effective Date:</b>	October 1, 2019	<b>Revision Date:</b>	

### 1.0 Policy Statement

- 1.1. It is the policy of Woodinville Fire & Rescue (the "District") to conduct a Post Incident Analysis ("PIA") of any working structure fire, other significant incident that occurs within our jurisdiction, or where the Incident Commander determines there are lessons to be learned from an incident which could impact firefighter safety and/or effectiveness.
- 1.2. The PIA process will be conducted in a professional atmosphere that reinforces open communication, operational excellence, and identifies areas of improved performance and/or trends that may reflect a need for additional training or a change in practice.
- 1.3. Areas of improvement identified within a PIA shall not be the basis for disciplinary action.

### 2.0 Applicability and Scope

- 2.1. This policy applies to all Response Operations personnel.
- 2.2. PIAs should occur at the earliest opportunity after the incident.
- 2.3. Scope should include all personnel actively engaged at the incident and every effort should be made to ensure those personnel are present at the PIA.
  - 2.3.1. Include mutual aid companies, if possible.
  - 2.3.2. Many incidents do not require a formal PIA as all dispatched units were not utilized. In these instances, a reduced scope is acceptable, including a review of the incident response and actions via email.
- 2.4. Trends or practices identified which could impact firefighter safety and/or effectiveness and require changes shall be communicated, via the Deputy Chief of Response Operations, to the Zone 1 Operations Chiefs for review and direction.

### 3.0 Responsibility

- 3.1. It shall be the responsibility of all Officers/Acting Officers to complete the EMTG Post Incident Review form by the end of the following shift after a PIA qualifying event if it's within our jurisdiction.
  - 3.1.1. Other command staff, support personnel, or outside agency involved should also provide a completed Post Incident Review form if they filled key positions, have suggestions for improvement, safety concerns, or other information appropriate for the PIA.
  - 3.1.2. Officers should consider soliciting information from subordinates.
  - 3.1.3. Subordinates in key roles (*i.e.*, first in engineer, patient advocate, entry team, etc.) should complete their own Post Incident Review form.
  - 3.1.4. Forms should be directed to the Captain of Training & Development.
- 3.2. It shall be the responsibility of the Captain of Training & Development to coordinate, facilitate, and provide a summary of the PIA to all participants.
  - 3.2.1. In the absence of the Captain of Training or if the Captain was in a key role for the incident, the Deputy Chief of Response Operations or their designee will be the responsible party.
- 3.3. It shall be the responsibility of the Deputy Chief of Response Operations to review all PIA summaries and:
  - 3.3.1. Review of summaries should occur with the Battalion Chiefs at the next scheduled BC/DC meeting.
  - 3.3.2. Report any needs for changes to training or practice to the Zone 1 Operations Chiefs as needed.

### 4.0 Procedures

- 4.1. Upon the identification of a significant incident by the Duty Chief or in conjunction with the Duty Chief, the participating companies shall complete a Post Incident Review form prior to the end of the following shift or as determined by the Duty Chief.
  - 4.1.1. Completed forms shall be emailed to the Captain of Training & Development and a copy sent to the Deputy Chief of Response Operations.

- 4.1.2. All forms should include the incident command structure as known to the individual, including their direct supervisor and initial subordinate companies, if any.
- 4.2. The Duty Chief shall notify the Captain of Training & Development of the incident including the incident number, address, call type, and which companies to expect forms from.
  - 4.2.1. A copy should also be sent to the Administrative Assistant for Training & Development.
- 4.3. The Captain of Training & Development and the Deputy Chief of Response Operations, or their designee, as the lead, shall review materials submitted.
- 4.4. The Captain of Training & Development or their designee will gather information regarding the incident.
  - 4.4.1. Upon receiving the incident information, a request will be made through Norcom for copies of the incident recordings.
    - 4.4.1.1. A Norcom Public Record Request form must be completed and emailed to Norcom.
  - 4.4.2. Additional information such as scene photos/videos before and during the incident, fire investigation reports, and other information germane to the incident should also be considered.
  - 4.4.3. Incident should be reviewed using District policy, Best Practices, King County Model Procedures, Pre-Fire information, and current training practices.
    - 4.4.3.1. Benchmarking of critical information should be noted.
- 4.5. Should the District determine that a community meeting is in order, the Deputy Chief of Response Operations is responsible for coordinating same.
- 4.6. The PIA should be facilitated by the Captain of Training & Development or a Chief Officer appointed by the Deputy Chief of Response Operations.
  - 4.6.1. The PIA should be conducted in three phases.
    - 4.6.1.1. What was known before the incident;
    - 4.6.1.2. What occurred during the incident;

- 4.6.1.3. What lessons were learned and/or what practices should continue or be changed because of the incident.
- 4.6.2. The PIA should be scheduled within 30 days of the incident.
  - 4.6.2.1. Date, time, and location of the PIA will be sent to all personnel who were on the incident via email.
  - 4.6.2.2. Date, time and location of the PIA will be sent to all affected mutual aid agencies.
- 4.6.3. Consideration should be given for creating online remote access for participants who are unable to attend in person.
- 4.7. Incident materials should be available for all attendees in written form as a guide for the PIA.
  - 4.7.1. Materials should include a general overview of the incident, information reviewed, and participants of the PIA.
  - 4.7.2. Consideration should be given to create a transcript of the incident from the incident recordings to aid in timelines and structure for the PIA.
- 4.8. Incident materials of what was known prior to the incident should be presented either in the PIA materials or as an overview prior to covering incident materials.
  - 4.8.1. Prior known information includes, but is not limited to, prefire information, mapping, weather, previous incidents, staffing, etc.
- 4.9. Incident Materials Review
  - 4.9.1. The incident should be reviewed utilizing benchmarks found in procedure and practice used by the District.
  - 4.9.2. Materials should be presented in a chronological order with benchmarks highlighted (*i.e.*, 1442 hrs- E131 reports “360 complete”).
  - 4.9.3. The incident recording(s) should be played as appropriate for the PIA.
- 4.10. Each Officer will proceed through their initial actions in chronological order, providing a brief overview of conditions, actions, needs, and known hazards.
  - 4.10.1. Intent is to provide pertinent details of material not captured on recordings.



4.11. Lessons Learned

4.11.1. Using reviewed materials, areas of success and challenges/areas of improvement shall be given as part of the PIA.

4.11.1.1. Any area of improvement should reference the procedure or practice which provided the basis for the improvement.

4.11.1.2. It is recognized additional clarification of incident events and the identification of successes and challenges will be discussed and should be added to or modify the original list of lessons learned.

4.11.2. Upon final review, a completed report and presentation will be available for all District personnel to review.

4.11.2.1. Copies of the post PIA reports and presentation will be kept in the District’s online library and significant PIAs will be assigned to quarterly training as appropriate.

**5.0 Reference**

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

5.2. Woodinville Fire & Rescue Board of Fire Commissioners – Resolution 2019-06.

5.3. Author(s)

5.3.1. Originator

Name	Tony Woods
Rank	Captain
Assignment	Training & Development
Date	May 6, 2019

**6.0 Appendix**

6.1. EMTG Post Incident Review form

**7.0 Practice**

7.1. East Metro Group Policy Manual Article 7 - Post incident Analysis

6.1 EMTG Post Incident Review form



POST INCIDENT REVIEW

Inc#: <a href="#">text</a>	Date: <a href="#">date</a>	Time <a href="#">text</a>	Best Practices: <input type="checkbox"/> Yes <input type="checkbox"/> No
Address: <a href="#">text</a>		Type of Incident: <a href="#">text</a>	
Company: <a href="#">Click here to enter text.</a>	Name: <a href="#">Click here to enter text.</a>	Position: <a href="#">Click here to enter text.</a>	
Assignment(s): <a href="#">Click here to enter text</a>			
What Went Well? <a href="#">Click here to enter text.</a>			
Suggestions for Improvement: <a href="#">Click here to enter text.</a>			
Safety Concerns: <a href="#">Click here to enter text.</a>			
Incident Communications: <a href="#">Click here to enter text.</a>			
Additional Resources Needed: <a href="#">Click here to enter text.</a>			

**WOODINVILLE FIRE & RESCUE  
RESOLUTION NO. 2019-06**

**A RESOLUTION ADOPTING POLICY NO 3204,  
POST INCIDENT ANALYSIS**

---

**RECITALS**

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

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

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

**WHEREAS**, the District provided Local 2950 with a copy of the proposed new policy under an agreed District/Local policy review process; and

**WHEREAS**, Local 2950 had no feedback on the policy.

**NOW, THEREFORE**, it is resolved that the Board of Fire Commissioners of the District has adopted Policy 3204, Post Incident Analysis, and that the content of the paragraphs shown below shall become the policy segment of said policy.

***Policy Section 3204, Post Incident Analysis***

**1.0 Policy Statement**

- 1.1. It is the policy of Woodinville Fire & Rescue (the “District”) to conduct a Post Incident Analysis (“PIA”) of any working structure fire, other significant incident that occurs within our jurisdiction, or where the Incident Commander determines there are lessons to be learned from an incident which could impact firefighter safety and/or effectiveness.
- 1.2. The PIA process will be conducted in a professional atmosphere that reinforces open communication, operational excellence, and identifies areas of improved

performance and/or trends that may reflect a need for additional training or a change in practice.

- 1.3. Areas of improvement identified within a PIA shall not be the basis for disciplinary action.

**ADOPTED AT A REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS OF WOODINVILLE FIRE & RESCUE THIS 6<sup>th</sup> day of August, 2019.**

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

**Approved as to Form:**

/s/ Jeffrey Ganson

Jeffrey Ganson, District Counsel

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

  
\_\_\_\_\_  
Jim Dorney, Commissioner, Position 2

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

  
\_\_\_\_\_  
Michael Millman, Commissioner, Position 4

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

**Attest:**

  
\_\_\_\_\_  
Nicole Frisch, Board Secretary

# Woodinville Fire & Rescue

## Policy/Procedure/Practice



<b>Subject:</b>	<b>Apparatus Status, Staffing, and Response</b>	<b>Number:</b>	4102
<b>Effective Date:</b>	October 1, 2019	<b>Revision Date:</b>	

### 1.0 Policy Statement

- 1.1. It is the policy of Woodinville Fire & Rescue (the "District") to ensure the closest appropriate unit is dispatched to an emergency response with adequate staffing to perform actions in a safe manner in accordance with District policy and procedure.
- 1.2. Units staffed with fewer than minimum staffing may respond in accordance with this policy but will do so as an additional unit only.

### 2.0 Applicability and Scope

- 2.1. This policy applies to all personnel assigned to the Response Operations Section.

### 3.0 Responsibility

- 3.1. It is the responsibility of the on-duty Officer to place all unit(s) within their station out of service if minimum staffing is not available.
- 3.2. It is the responsibility of all personnel at the station to maintain awareness of incidents occurring in their first in response area while out of service.
- 3.3. It is the responsibility of the on-duty Officer to place unit(s) in service once sufficient qualified personnel are available.

### 4.0 Procedures

#### 4.1. Definitions

- 4.1.1. Officer: For this policy, the term "Officer" refers to the person in charge of the unit or team and includes Acting Officers.
- 4.1.2. Apparatus Staffing: The minimum number of personnel required for a unit to be considered an in-service unit without restrictions associated with this policy.

- 4.1.3. Normal Staffing: The staffing level provided by scheduled on duty personnel.
  - 4.1.3.1. Station 31 normal staffing is one Battalion Chief, one Officer, two ladder drivers, two firefighters.
  - 4.1.3.2. Station 33 normal staffing is one Officer, one engine driver, one firefighter.
  - 4.1.3.3. Station 35 normal staffing is one Officer, one engine driver, one firefighter.
- 4.2. Engine companies shall consist of three personnel including an Officer, driver, and firefighter
  - 4.2.1. If an Officer and driver are available, the unit shall respond as an additional unit to incidents in their first due unless directed otherwise by a Chief Officer.
  - 4.2.2. If a driver and firefighter are available, the unit may respond as an additional unit to incidents in their first due with the authorization of a Chief Officer.
- 4.3. Aid Unit, Hazmat Unit, and Brush Truck staffing shall be a minimum of two qualified personnel for the unit.
  - 4.3.1. Aid units require two EMTs; only one may be on probation.
    - 4.3.1.1. Aid unit staffing for special events shall be the same as stated in 4.3.1.
  - 4.3.2. Hazmat Unit requires a minimum of two hazmat technicians
    - 4.3.2.1. The Hazmat Unit may respond with only one tech if requested for equipment by hazmat technicians on scene of an incident or in route to an incident.
  - 4.3.3. Brush Truck staffing requires a minimum of two firefighters, one of which is qualified to drive the Brush Truck.
    - 4.3.3.1. If the Brush Truck is being called to assist mutual aid partners, all personnel are to be red card certified.
    - 4.3.3.2. If the Brush Truck is being called for mobilization, follow procedures contained in Policy 4203.

- 4.4. Units not meeting apparatus staffing will be placed out of service with the dispatch center. This will allow the next in-service unit to be dispatched without delay.
- 4.5. Any unit responding with fewer than apparatus staffing shall inform other responding units they are responding with “reduced staffing” and maintain the response of all other units until the incident is mitigated.
- 4.6. One person responses are not permitted unless authorized by a Chief Officer.
  - 4.6.1. Any authorized one person responses will be non-emergency.
  - 4.6.2. This is not intended to be applied to split company responses wherein the company is responding together in more than one unit (*i.e.*, aid and engine).

**5.0 Reference**

- 5.1. [RCW 52.14.100](#) - Meetings, powers and duties of the Board.
- 5.2. Woodinville Fire & Rescue Board of Fire Commissioners – Resolution 2019-07.
- 5.3. Author(s)
  - 5.3.1. Originator

Name	Tony Woods
Rank	Captain
Assignment	Training & Development
Date	May 16, 2019

**6.0 Appendix – N/A**

**7.0 Practice – N/A**

**WOODINVILLE FIRE & RESCUE  
RESOLUTION NO. 2019-07**

**A RESOLUTION ADOPTING POLICY NO 4102,  
APPARATUS STATUS, STAFFING, AND RESPONSE**

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**RECITALS**

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

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

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

**WHEREAS**, the District provided Local 2950 with a copy of the proposed new policy under an agreed District/Local policy review process; and

**WHEREAS**, Local 2950 had no feedback on the policy.

**NOW, THEREFORE**, it is resolved that the Board of Fire Commissioners of the District has adopted Policy 4102, Apparatus Status, Staffing, and Response, and that the content of the paragraphs shown below shall become the policy segment of said policy.

***Policy Section 4102, Apparatus Status, Staffing, and Response***

**1.0 Policy Statement**

- 1.1. It is the policy of Woodinville Fire & Rescue (the “District”) to ensure the closest appropriate unit is dispatched to an emergency response with adequate staffing to perform actions in a safe manner in accordance with District policy and procedure.
- 1.2. Units staffed with fewer than minimum staffing may respond in accordance with this policy but will do so as an additional unit only.



ADOPTED AT A REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS OF WOODINVILLE  
FIRE & RESCUE THIS 6<sup>th</sup> day of August, 2019.

WOODINVILLE FIRE & RESCUE  
COUNTY OF KING, WASHINGTON

Approved as to Form:

/s/ Jeffrey Ganson  
Jeffrey Ganson, District Counsel

  
Derek van Veen, Commissioner, Position 1

  
Jim Dorney, Commissioner, Position 2

  
Timothy Osgood, Commissioner, Position 3

  
Michael Millman, Commissioner, Position 4

  
Roger Collins, Commissioner, Position 5

Attest:

  
Nicole Frisch, Board Secretary

# Woodinville Fire & Rescue

## Policy/Procedure/Practice



<b>Subject:</b>	Reporting Still Alarms	<b>Number:</b>	4204
<b>Effective Date:</b>	October 1, 2019	<b>Revision Date:</b>	

### 1.0 Policy Statement

- 1.1. It is the policy of Woodinville Fire & Rescue (the "District") that employees of the District are trained in the reporting of an emergency to the E-911 system resulting in appropriate resources being notified in a timely manner when the report of the emergency is made directly to personnel through various means of communication (*i.e.*, face-to-face, telephone, or witnessed by the employee).

### 2.0 Applicability and Scope

- 2.1. This policy is applicable to all employees of the District.

### 3.0 Responsibility

- 3.1. It shall be the responsibility of any employee who receives a report for emergency assistance, whether in person or via phone, or witnesses the need for emergency assistance to ensure activation of the E-911 system to quickly provide the appropriate resources for the incident.

### 4.0 Procedures

- 4.1. Upon receipt of information regarding a still alarm, Station 31 Administrative Staff shall:
  - 4.1.1. If the notification is an in-person report:
    - 4.1.1.1. Call 9-1-1 to report the issue; then
    - 4.1.1.2. Use the overhead paging system to state, "On-duty crew to the front desk for [type of call, such as "medical assistance"]".
    - 4.1.1.3. At least two personnel, regardless of rank, shall immediately report to the front desk or other designated area (*i.e.*, parking lot) to provide assistance.

- 4.1.1.4. Those trained to use a radio should bring the radio and contact Norcom on Fire Dispatch 2 (Channel 12) to report the emergency.
- 4.1.1.5. The AED in the front lobby should be considered, if necessary.
- 4.1.1.6. Use of the front door emergency call box is another option, if appropriate.
- 4.1.2. If the notification is via phone call, the staff shall:
  - 4.1.2.1. Obtain a call back number, location, nature of emergency, and contact name.
    - 4.1.1.1.1 Do not place the caller on hold to contact crews.
    - 4.1.2.1.1 Once information has been gathered tell the caller to hang up and dial 911.
    - 4.1.3.1.1 Once disconnected with the caller staff shall call 911 and report the gathered information.
  - 4.1.2.2. Attempt to contact another staff member.
    - 4.1.1.2.1 The 2<sup>nd</sup> staff member may be directed to call 911 by the call receiver or contact the on-duty BC and/or appropriate station Lieutenant with the information known.
- 4.2. Still alarms reported to line personnel shall be reported to Norcom and appropriate resources requested.
  - 4.2.1. Radio report is the preferred methodology for reporting.
    - 4.2.1.1. In the absence of a radio, telephone or emergency call box should be used.
- 4.3. Report of a non-emergency request for assistance should be handled as follows:
  - 4.3.1. If the notification is in person, staff should page the duty crew, Battalion Chief, or other appropriate personnel as needed.

- 4.3.1.1. Announce “[CREW/BC/Other] to the front desk for citizen assistance.”
- 4.3.1.2. If the crew is not in quarters, contacting the BC cell phone is appropriate unless the BC is on an incident.
  - 4.3.1.2.1 Contact of other uniformed personnel or crews at other stations for assistance is acceptable if the BC is not available.
- 4.3.2. If the notification is via phone call, the staff shall:
  - 4.3.2.1. Obtain a call back number, location, nature of concern, and contact name. Do not place the caller on hold until after this information has been obtained.
  - 4.3.2.2. If it is at all unclear whether the concern could be a possible emergency, instruct the caller to call 911 and follow instructions in paragraph 4.1.2, above.
  - 4.3.2.3. If the report is clearly not an emergency (*i.e.*, replacement of smoke alarm, etc.), instruct the caller that someone will call them back as soon as possible and arrange assistance and follow paragraph 4.3.1.2 or contact the appropriate on duty station Lieutenant, CSO, or other resource with the information.
  - 4.3.2.4. For illegal burn reports, CO alarms, etc., advise the caller to dial 9-1-1 to have a crew respond. The staff will then contact the Norcom business line to report.

## 5.0 Reference

- 5.1. [RCW 52.14.100](#) - Meetings, powers and duties of the Board.
- 5.2. Woodinville Fire & Rescue Board of Fire Commissioners – Resolution 2019-08.

5.3. Author(s)

5.3.1. Originator

Name	Tony Woods
Rank	Captain
Assignment	Training & Development
Date	May 10, 2019

6.0 Appendix – N/A

7.0 Practice – N/A

**WOODINVILLE FIRE & RESCUE  
RESOLUTION NO. 2019-08**

**A RESOLUTION ADOPTING POLICY NO 4204,  
REPORTING STILL ALARMS**

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**RECITALS**

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

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

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

**WHEREAS**, the District provided Local 2950 with a copy of the proposed new policy under an agreed District/Local policy review process; and

**WHEREAS**, Local 2950 had no feedback on the policy.

**NOW, THEREFORE**, it is resolved that the Board of Fire Commissioners of the District has adopted Policy 4204, Reporting Still Alarms, and that the content of the paragraphs shown below shall become the policy segment of said policy.

***Policy Section 4204, Reporting Still Alarms***

**1.0 Policy Statement**

- 1.1. It is the policy of Woodinville Fire & Rescue (the “District”) that employees of the District are trained in the reporting of an emergency to the E-911 system resulting in appropriate resources being notified in a timely manner when the report of the emergency is made directly to personnel through various means of communication (*i.e.*, face-to-face, telephone, or witnessed by the employee).

ADOPTED AT A REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS OF WOODINVILLE FIRE & RESCUE THIS 6<sup>th</sup> day of August, 2019.

WOODINVILLE FIRE & RESCUE  
COUNTY OF KING, WASHINGTON

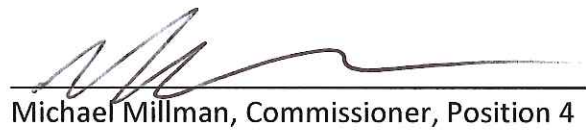
Approved as to Form:

/s/ Jeffrey Ganson  
Jeffrey Ganson, District Counsel

  
Derek van Veen, Commissioner, Position 1

  
Jim Dorney, Commissioner, Position 2

  
Timothy Osgood, Commissioner, Position 3

  
Michael Millman, Commissioner, Position 4

  
Roger Collins, Commissioner, Position 5

Attest:

  
Nicole Frisch, Board Secretary

# Woodinville Fire & Rescue



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

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DATE: August 6, 2019

TO: Roger Collins, Chair  
Board of Fire Commissioners

FROM: Joan Montegary, Chief Administrative Officer *JSM*

SUBJECT: **Staff Report 19-021**  
**Policy Adoption and Deletion**  
**Policy 4205, Emergency Call Back (Adoption)**  
**Manual of Operations 500-06.13, Emergency Call Back Procedures (Deletion)**  
**Policy 4301, Patient Transport (Adoption)**  
**Manual of Operations 500-04.04, Transport Guidelines (Deletion)**  
**Policy 4601, HazMat Team (Adoption)**  
**Manual of Operations 500-05.03, HaMat Team Response Guidelines (Deletion) and 500-06.11, HazMat Team Program, Response and Procedures (Deletion)**

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### Background

Your packet contains three new policies as listed above and the corresponding Resolutions for approval and adoption by the Board.

The policies has been reviewed by the executive team, the Local's executive board, and legal counsel.

### Requested Action

Staff requests that the Board adopt Resolutions 2019-09, 2019-10, and 2019-11, included in your packet, which adopt the new policies. The Resolutions are detailed in the proposed motion at the end of this memorandum. Additionally, Staff requests that the Board move to delete four sections from the Manual of Operations, also detailed in the proposed motion at the end of this memorandum.

***The Executive Committee recommends that the Board accept Staff's recommendations.***



## PROPOSED MOTION

I move that the Board of Fire Commissioners adopt:

- Resolution 2019-09, A Resolution Adopting Policy No. 4205, Emergency Call Back;
- Resolution 2019-10, A Resolution Adopting Policy No. 4301, Patient Transport; and
- Resolution 2019-11, A Resolution Adopting Policy No. 4601, HazMat Team.

Additionally, I move that the Board of Fire Commissions delete Manual of

Operations sections:

- 500-06.13, Emergency Call Back Procedures;
- 500-04.04, Transport Guidelines;
- 500-05.03, HazMat Team Response Guidelines; and
- 500-06.11, HazMat Team Program, Response and Procedures.

# Woodinville Fire & Rescue

## Policy/Procedure/Practice



<b>Subject:</b>	Emergency Call Back	<b>Number:</b>	4205
<b>Effective Date:</b>	October 1, 2019	<b>Revision Date:</b>	

### 1.0 Policy Statement

- 1.1. It is the policy of Woodinville Fire & Rescue (the "District") to maintain emergency call back procedures to be used in situations creating high levels of demand on fire protection services within the District. Examples may include simultaneous alarms, large scale incidents, or disaster events.

### 2.0 Applicability and Scope

- 2.1. This policy applies to all District personnel as outlined in this policy.

### 3.0 Responsibility

- 3.1. It is the responsibility of the Duty Chief, Deputy Chief of Response Operations, or Fire Chief to initiate this policy when the need for additional resources will likely exceed 2 hours.
- 3.2. It is the responsibility of available off-duty personnel to report to their assigned station upon receiving a recall request as outlined in this policy.
  - 3.2.1. Personnel must meet all requirements of on-duty personnel as outlined in District policy prior to reporting for duty.
    - 3.2.1.1. Members not capable of meeting these requirements shall not report for duty.

### 4.0 Procedures

#### 4.1. Definitions

- 4.1.1. Chief Officer - any Chief Officer or Acting Chief Officer who fills the role of Incident Commander or Duty Chief.

- 4.1.2. Staff Notification - A notification page sent via Norcom at the request of a Chief Officer to District employees including all off-duty Chiefs, CSO/PIO, and District Investigator to notify them of a situation within the District that may escalate or require additional actions.
- 4.1.3. General Recall - A notification page sent via Norcom and/or duty Chief at the request of a Chief Officer requesting a recall of all available uniformed personnel with the ability to respond to the District within 1 hour or as approved by a Chief Officer.
- 4.2. The Incident Commander, Duty Chief, or other Chief Officer will request the appropriate type of call back for any situation that will result in immediate depletion of resources, reliance on mutual aid resources for normal operations, or an unplanned event resulting in either of these circumstances which is expected to last longer than 2 hours.
  - 4.2.1. Staff Notification
    - 4.2.1.1. Recall of only staff personnel should be completed via District paging system or direct phone call, as deemed appropriate by the Deputy Chief of Response Operations, Chief Administrative Officer, or the Fire Chief.
  - 4.2.2. General Recall
    - 4.2.2.1. All available personnel within 1 hour travel time should contact the duty Chief via telephone and report to their assigned station or as directed by the duty Chief.
      - 4.2.1.1.1 If unable to contact the duty Chief, personnel will report to their stations and continue making attempts to contact.
- 4.3. Timekeeping of any personnel participating in a call back will be in accordance with District policy and Collective Bargaining Agreements.

## 5.0 Reference

- 5.1. [RCW 52.14.100](#) - Meetings, powers and duties of the Board.
- 5.2. Woodinville Fire & Rescue Board of Fire Commissioners – Resolution 2019-09.
- 5.3. Collective Bargaining Agreement between Woodinville Fire & Rescue and IAFF Local 2950 (Uniformed)

5.4. Collective Bargaining Agreement between Woodinville Fire & Rescue and IAFF Local 2950 (Support Services)

5.5. Policy 2119, Timekeeping and Payroll

5.6. Author(s)

5.6.1. Originator

Name	Tony Woods
Rank	Captain
Assignment	Training & Development
Date	June 7, 2019

6.0 Appendix – N/A

7.0 Practice – N/A

**WOODINVILLE FIRE & RESCUE  
RESOLUTION NO. 2019-09**

**A RESOLUTION ADOPTING POLICY NO 4205,  
EMERGENCY CALL BACK**

---

**RECITALS**

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

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

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

**WHEREAS**, the District provided Local 2950 with a copy of the proposed new policy under an agreed District/Local policy review process; and

**WHEREAS**, Local 2950 had no feedback on the policy.

**NOW, THEREFORE**, it is resolved that the Board of Fire Commissioners of the District has adopted Policy 4205, Emergency Call Back, and that the content of the paragraphs shown below shall become the policy segment of said policy.

***Policy Section 4205, Emergency Call Back***

**1.0 Policy Statement**

- 1.1. It is the policy of Woodinville Fire & Rescue (the "District") to maintain emergency call back procedures to be used in situations creating high levels of demand on fire protection services within the District. Examples may include simultaneous alarms, large scale incidents, or disaster events.

ADOPTED AT A REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS OF WOODINVILLE  
FIRE & RESCUE THIS 6<sup>th</sup> day of August, 2019.

WOODINVILLE FIRE & RESCUE  
COUNTY OF KING, WASHINGTON

Approved as to Form:

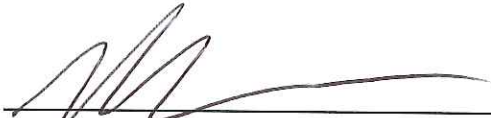
/s/ Jeffrey Ganson

Jeffrey Ganson, District Counsel

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

  
\_\_\_\_\_  
Jim Dorney, Commissioner, Position 2

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

  
\_\_\_\_\_  
Michael Millman, Commissioner, Position 4

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

Attest:

  
\_\_\_\_\_  
Nicole Frisch, Board Secretary

# Woodinville Fire & Rescue

## Policy/Procedure/Practice



<b>Subject:</b>	Patient Transport	<b>Number:</b>	4301
<b>Effective Date:</b>	October 1, 2019	<b>Revision Date:</b>	

### 1.0 Policy Statement

- 1.1. It is the policy of Woodinville Fire & Rescue (the "District") to provide patient transport to appropriate local hospitals when such activities are in the best interest of patient care and do not result in significant reduction of capabilities to provide emergency response to the District.
- 1.2. The use of mutual aid companies and private ambulance services will be used for patient transport when District resources are not available or when the use of District resources would result in significant reduction of response capabilities.

### 2.0 Applicability and Scope

- 2.1. This policy applies to all Response Operations personnel.

### 3.0 Responsibility

- 3.1. It is the responsibility of the aid car Officer to determine the need for patient transport based on the nature of the incident.
- 3.2. It is the responsibility of the aid car Officer to determine the closest appropriate facility.
  - 3.2.1. If this facility is not a local hospital and will result in excessive out of service time, the aid car Officer shall contact the duty Battalion Chief for authorization.
- 3.3. It is the responsibility of the duty Battalion Chief to determine if a patient transport outside local hospitals is an acceptable use of resources based on maintaining adequate response capabilities and patient care.

### 4.0 Procedures

- 4.1. If the need for transport is determined by a higher medical authority (*i.e.*, medic or physician), patient transport will be arranged.

- 4.2. The use of mutual aid companies should be considered for immediate transport needs in the absence of District resources or where the delay of District resources or private ambulances is encountered and will result in poor patient care.
- 4.3. Private ambulances may be requested when impact to resources will result in unacceptable levels of response capabilities, scheduled mandatory training will be impacted, or if the patient desires transport to a non-local hospital or other facility.
- 4.4. The use of taxi vouchers or benevolent fund resources for the transport of persons without a medical emergency is permitted.
- 4.5. Inter-facility transports must be approved by the duty Officer.

**5.0 Reference**

- 5.1. [RCW 52.14.100](#) - Meetings, powers and duties of the Board.
- 5.2. Woodinville Fire & Rescue Board of Fire Commissioners – Resolution 2019-10.
- 5.3. Author(s)
  - 5.3.1. Originator

Name	Tony Woods
Rank	Captain
Assignment	Training & Development
Date	May 6, 2019

**6.0 Appendix – N/A**

**7.0 Practice – N/A**



**WOODINVILLE FIRE & RESCUE  
RESOLUTION NO. 2019-10**

**A RESOLUTION ADOPTING POLICY NO 4301,  
PATIENT TRANSPORT**

---

**RECITALS**

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

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

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

**WHEREAS**, the District provided Local 2950 with a copy of the proposed new policy under an agreed District/Local policy review process; and

**WHEREAS**, Local 2950 had no feedback on the policy.

**NOW, THEREFORE**, it is resolved that the Board of Fire Commissioners of the District has adopted Policy 4301, Patient Transport, and that the content of the paragraphs shown below shall become the policy segment of said policy.

***Policy Section 4301, Patient Transport***

**1.0 Policy Statement**

- 1.1. It is the policy of Woodinville Fire & Rescue (the “District”) to provide patient transport to appropriate local hospitals when such activities are in the best interest of patient care and do not result in significant reduction of capabilities to provide emergency response to the District.
- 1.2. The use of mutual aid companies and private ambulance services will be used for patient transport when District resources are not available or when the use of District resources would result in significant reduction of response capabilities.

ADOPTED AT A REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS OF WOODINVILLE  
FIRE & RESCUE THIS 6<sup>th</sup> day of August, 2019.

WOODINVILLE FIRE & RESCUE  
COUNTY OF KING, WASHINGTON

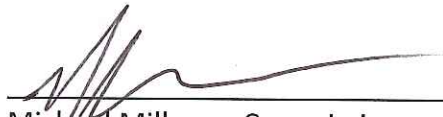
Approved as to Form:

/s/ Jeffrey Ganson  
Jeffrey Ganson, District Counsel

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

  
\_\_\_\_\_  
Jim Dorney, Commissioner, Position 2

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

  
\_\_\_\_\_  
Michael Millman, Commissioner, Position 4

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

Attest:

  
\_\_\_\_\_  
Nicole Frisch, Board Secretary

# Woodinville Fire & Rescue

## Policy/Procedure/Practice



<b>Subject:</b>	HazMat Team	<b>Number:</b>	4601
<b>Effective Date:</b>	October 1, 2019	<b>Revision Date:</b>	

### 1.0 Policy Statement

- 1.1. It is the policy of Woodinville Fire & Rescue (“the District”) to provide Hazardous Materials Response as a participating agency of the Zone 1 Eastside HazMat Consortium (“Z1 EHMT”)
- 1.2. It is the policy of the District to deploy safe, effective, and qualified resources during a hazardous materials incident.

### 2.0 Applicability and Scope

- 2.1. This policy applies to all personnel who are assigned to Station 33 and are part of the Zone 1 Eastside Hazardous Materials Team and District Command Officers.
- 2.2. All Lieutenants and Acting Lieutenants on the Z1-EHMT are required to obtain and maintain certification as a Hazardous Materials Incident Safety Officer.
- 2.3. All Command Officers are required to obtain Hazardous Materials Incident Commander certification and maintain this certification through annual training provided by Z1-EHMT personnel or other subject matter experts.
- 2.4. Scope of response shall be limited by the procedures and practices contained in King County Model Procedures, Z1-EHMT Hazardous Materials Incident Manual, and King County Zone 1 Operations Chiefs directives, when issued.
- 2.5. Team members shall be trained to standards set forth in documents found in paragraph 2.4 of this policy, as well as requirements determined by WAC 206-305-03002, 29 CFR Part 1910, NFPA 472, and NFPA 473.

### 3.0 Responsibility

- 3.1. It is the responsibility of the District to appoint one member as its “Lead” representative to the Z1-EHMT.

- 3.2. It is the responsibility of the Lead to be the point contact for all communications between the District team members and the Z1-EHMT and report, as needed, to the Deputy Chief of Response Operations on information that could impact District resources.
- 3.3. All team members are responsible for attending the minimum hours training annually as identified by Z1-EHMT leadership.
- 3.4. Team members are only to perform tasks for which they are trained, qualified, and equipped to handle.

#### **4.0 Procedures**

- 4.1. Fire Station 33 will be the District's hazmat station and all personnel on the hazmat team will be assigned to Station 33. When dispatched, Engine 133 will respond on hazmat incidents.
- 4.2. Team members will serve as subject matter experts and assist in the areas of:
  - 4.2.1. Hazmat releases/spills and product identification;
  - 4.2.2. Air monitoring (active and post-incident in coordination with hot, warm, and cold zones);
  - 4.2.3. Environmental conservation (run-off and contamination, planning, and mitigation);
  - 4.2.4. Decontamination of personnel (both gross and technical processes and oversight);
  - 4.2.5. Adjunct to Incident Safety Officer (safety survey of the scene and research);
  - 4.2.6. Support the IC (contain and control hazards).
- 4.3. It is recommended the Technician be paired with the Safety Officer and the remaining crew members assist with recon as directed and/or overseeing gross decontamination of personnel exiting the hot zone.
  - 4.3.1. The Technician is to determine control zones, isolation needs for runoff, and determine the presence of any hazardous materials that may pose additional hazards to responders, citizens, or the environment. This may be done using atmospheric monitoring, thermal imaging, PH Paper, and other equipment available to the technician.

4.3.2. The remaining crew members are to work with the attack engine or others identified by the IC to set up appropriate decontamination for the incident hazards. Additional duties may include:

4.3.2.1. Confirming appropriate equipment;

4.3.2.2. Guide in proper decontamination procedures for personnel exiting the hot zone;

4.3.2.3. Determine a safe area for Rehab.

**5.0 Reference**

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

5.2. Woodinville Fire & Rescue Board of Fire Commissioners – Resolution 2019-11.

5.3. Author(s)

5.3.1. Originator

Name	Tony Woods
Rank	Captain
Assignment	Training & Development
Date	May 13, 2019

**6.0 Appendix – N/A**

**7.0 Practice**

7.1. King County Model Procedure Section 2 – Hazardous Materials

7.2. King County Model Procedure Section 29 – Natural Gas Emergency Response

7.3. WAC 296-305-03002 – Hazardous Materials

7.4. Z1-EHMT Incident Response Manual

**WOODINVILLE FIRE & RESCUE  
RESOLUTION NO. 2019-11**

**A RESOLUTION ADOPTING POLICY NO 4601,  
HAZMAT TEAM**

---

**RECITALS**

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

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

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

**WHEREAS**, the District provided Local 2950 with a copy of the proposed new policy under an agreed District/Local policy review process; and

**WHEREAS**, Local 2950 had no feedback on the policy.

**NOW, THEREFORE**, it is resolved that the Board of Fire Commissioners of the District has adopted Policy 4601, Hazmat Team, and that the content of the paragraphs shown below shall become the policy segment of said policy.

***Policy Section 4601, Hazmat Team***

**1.0 Policy Statement**

- 1.1. It is the policy of Woodinville Fire & Rescue (“the District”) to provide Hazardous Materials Response as a participating agency of the Zone 1 Eastside HazMat Consortium (“Z1 EHMT”)
- 1.2. It is the policy of the District to deploy safe, effective, and qualified resources during a hazardous materials incident.

ADOPTED AT A REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS OF WOODINVILLE  
FIRE & RESCUE THIS 6<sup>th</sup> day of August, 2019.

WOODINVILLE FIRE & RESCUE  
COUNTY OF KING, WASHINGTON

Approved as to Form:


/s/ Jeffrey Ganson

Jeffrey Ganson, District Counsel

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

  
\_\_\_\_\_  
Jim Dorney, Commissioner, Position 2

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

  
\_\_\_\_\_  
Michael Millman, Commissioner, Position 4

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

Attest:

  
\_\_\_\_\_  
Nicole Frisch, Board Secretary

# Woodinville Fire & Rescue



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

---

DATE: August 6, 2019

TO: Roger Collins, Chair  
Board of Fire Commissioners

FROM: Gregory S. Ahearn, Fire Chief *GSA*

**SUBJECT: Staff Report 19-022  
Interlocal Agreement with King County for Fire Protection Services**

---

### **Background**

The District recently received the attached Interlocal Agreement from King County. Pursuant to RCW 52.30.020, King County wishes to compensate the District for fire protection services to County-owned property within the District; there are six such properties.

Legal counsel pointed out one minor item in the Agreement: Section 3.1 would automatically terminate the ILA upon elimination of the legal requirement for it. It is unclear why the parties would want to automatically terminate; rather, in the event that RCW 52.30.020 is repealed, the parties might wish to confer and decide how to proceed. Even assuming the County and the District disagreed on what to do in that event, Section 3.2 would give the County a right to unilaterally terminate upon six months' notice.

### **Fiscal Impact**

Payments are made on an annual basis by King County to the District. The amount is calculated by multiplying the most recent assessed valuation of improvements on the identified County properties by the District's levy rate for the year and dividing by 1,000. For 2019, the payment amount for the six properties totals \$390.91.

### **Requested Action**

Staff recommends that the Board authorize the Board Chair to sign the Interlocal Agreement for Fire Protection Services to the County Properties as presented.

***The Executive Committee recommends approval of the Interlocal Agreement for Fire Protection Services to the County Properties.***

*Attachment*

GSA/jsm



**PROPOSED MOTION**

I move that the Board of Fire Commissioners authorize the Board Chair to sign the Interlocal Agreement for Fire Protection Services to the County Properties as presented.

**INTERLOCAL AGREEMENT  
FOR FIRE PROTECTION SERVICES TO THE COUNTY  
PROPERTIES**

THIS INTERLOCAL AGREEMENT (Agreement) is made by and between King County, a home rule charter county, a political subdivision of the State of Washington, hereinafter referred to as the "County", and Woodinville Fire & Rescue, a municipal corporation of the State of Washington, hereinafter referred to as the "Agency." The County and Agency also may be collectively referred to as the "Parties" and individually as "Party."

WHEREAS, this Agreement is entered into by the County and the Agency pursuant to RCW 52.30.020 and Chapter 39.34, RCW; and

WHEREAS, the Agency provides fire protection services to county personnel and county owned buildings and equipment within the boundaries of the Agency; and

WHEREAS, the County wishes to compensate the Agency for such services; and

WHEREAS, RCW 52.30.020 does not require the Parties to contract for emergency medical services the Agency provides to third parties; and

WHEREAS, the Parties have negotiated this Agreement in good faith.

NOW THEREFORE, in consideration of the mutual promises set forth herein, the Parties agree as follows:

1. Purpose and Scope of Agreement

This Agreement is intended to comply with the requirement of RCW 52.30.020 that the Parties contract for fire protection services and is limited to the fire protection services provided to County owned buildings and equipment, except those leased to a nontax exempt person or organization and except any tax title properties. ("County Properties"). This Agreement establishes the methodology and timing for payments to be made by the County for fire protection services covered under this Agreement.

The scope does not include fire protection services for land owned by the County because a contract for the protection of land is not required by RCW 52.30.020.

2. Duration of Agreement

This Agreement shall commence on January 1, 2019 (the "Commencement Date") and shall remain in effect until terminated in accordance with the terms and conditions contained herein.

3. Termination

3.1 This Agreement shall automatically terminate upon the effective date of any bill

that eliminates the state law requirement that the Parties contract for fire protection services.

- 3.2 Either Party may terminate this Agreement upon six months' written notice to the other Party.
- 3.3 Either Party may terminate this Agreement upon a material breach of the Agreement. A "Material Breach" shall be defined as either (1) the Agency's failure to provide services at the level specified in Section 4; (2) the County's failure to pay the contract payments specified in Section 5; or 3) any other failure of a Party to perform an obligation required by this Agreement. Either Party may terminate this Agreement in the event of a Material Breach of this Agreement by the other Party; provided, however, that the non-breaching Party shall provide the breaching Party with written notice which sets forth the alleged Material Breach(es) and states a reasonable time to cure the breach (not to exceed sixty (60) days), the "Cure period." In the event that the breaching Party fails to cure such Material Breaches during the Cure Period, then this Agreement shall automatically terminate without further action.
- 3.4 Upon the effective date of the termination, the County shall not be obligated to make any additional payments to the Agency.

#### 4. Services Provided

During the term of this Agreement, the Agency agrees to provide all fire protection services to County owned buildings and equipment necessary for the protection and safety of personnel and property as required by RCW 52.30.020 ("Services"). The Services will be provided to properties identified in Exhibit A to this Agreement ("County Properties"). Exhibit A shall be automatically amended annually after the annual tax roll certification to add or delete properties consistent with this Agreement as properties are acquired or disposed of by the County. Services shall be provided on the same basis as services are available to other property within the Agency. Annually an amended Exhibit A shall be sent to the Agency.

#### 5. Cost of Services and Payments

In consideration of the services provided by the Agency, beginning in the year 2019, the County shall annually pay the Agency for the Services. The annual amount shall be calculated by multiplying the most recent assessed valuation of improvements on County Properties as identified in Exhibit A by the Agency's levy rate for the year, as determined by the King County Assessor. During the performance of this Agreement, such assessed valuations shall be made by the King County Assessor at least annually to ensure parity between taxpayer and County-owned property values. Payment by the County shall be made annually on or before June 1.

#### 6. Organization

The Parties recognize and agree that the Parties hereto are independent governments. Except for the specific terms herein, nothing herein shall be construed to limit the

discretion of the governing bodies of each Party. Nothing herein shall be construed as creating an association, joint venture, or partnership between the Parties, nor to impose any partnership obligations or liabilities on either Party. Neither Party shall have any right, power, or authority to enter into any agreement or undertaking for or on behalf of, to act as or be an agent or representative of, or to otherwise bind the other Party.

The Agency shall have the sole discretion and the obligation to determine the exact method by which the Services described in Section 4 above are provided to the County Properties, provided such services are provided on the same basis as services are available to other property within the Agency.

No new or separate legal or administrative agency is created by this Agreement.

## 7. Indemnification

- 7.1 The Agency shall defend, indemnify, and hold the County and its officers, officials, employees, and agents free and harmless from any and all demands, costs, claims, judgments, orders, or decrees for personal injuries, death or damage to property arising out of or in any way resulting from any act or omission of the Agency, or its officers, officials, employees, volunteers, or agents in the performance of this Agreement; provided, however, that if such claims are caused by or result from the concurrent negligence of the County, its officers, officials, employees, volunteers, or agent, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the Agency; and provided further that nothing herein shall require the Agency to hold harmless or defend the County from any claims arising from the sole negligence of the County, its officers, officials, employees, volunteers, and agents. No liability shall attach to the County by reason of entering into this Agreement except as expressly provided herein.
- 7.2 The County shall defend, indemnify, and hold the Agency and its officers, officials, employees, and agents free and harmless from any and all demands, costs, claims, judgments, orders, or decrees for personal injuries, death, or damage to property arising out of or in any way resulting from any act or omission of the County, or its officers, officials, employees, volunteers, or agents in the performance of this Agreement; provided, however, that if such claims are caused by or result from the concurrent negligence of the Agency, its officers, officials, employees, volunteers, or agent, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the County; and provided further that nothing herein shall require the County to hold harmless or defend the Agency from any claims arising from the sole negligence of the Agency, its officers, officials, employees, volunteers, and agents. No liability shall attach to the Agency by reason of entering into this Agreement except as expressly provided herein.
- 7.3 Solely for purposes of enforcing the indemnification obligations of a Party under this Section 7, each Party expressly waives, by mutual negotiation, its immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, and agrees that the obligation to indemnify, defend, and hold

harmless provided for in this Section 7 extends to any such claim brought against the indemnified Party by or on behalf of any employee of the indemnifying Party. The foregoing waiver shall not in any way preclude the Indemnifying Party from raising such immunity as a defense against any claim brought against the indemnifying Party by any of its employees.

8. Insurance

The Agency shall obtain and maintain at all times hereunder (i) a commercial general liability insurance policy with a minimum policy limit of General Liability - \$1,000,000 combined single limit per occurrence and for those policies with aggregate limits, a \$2,000,000 aggregate limit; (ii) a minimum umbrella coverage of \$6,000,000 each occurrence and \$10,000,000 annual aggregate; (iii) errors and omissions coverage including employment practices liability \$1,000,000 per occurrence and \$2,000,000 annual aggregate; (iv) Automobile Liability- \$1,000,000 combined single limit per accident for bodily injury and property damage; and (v) Workers' Compensation - statutory requirements of the state of residence and employer's liability or stop gap coverage of \$1,000,000 per occurrence, each placed with a reputable and financially strong insurance carrier with an A-rating or better. The policy (ies) shall provide that such policy (ies) shall not be terminated or reduced without thirty (30) days prior notice to the County. Upon request by the County, the Agency will provide a certificate of insurance to the County evidencing the aforementioned coverage.

9. No Third Party Liability and Public Duty Doctrine

This Agreement shall not be construed to provide any benefits to or create a cause of action for or on behalf of any third parties. Specifically and without limiting the foregoing, this Agreement shall not create or be construed as creating an exception to the Public Duty Doctrine.

10. Nondiscrimination

10.1 Employment. The Agency agrees not to discriminate against any employee or applicant for employment because of sex, age, race, color, creed, national origin, sexual orientation, marital status, or the presence of any sensory, mental, or physical handicap, unless based upon a bonafide occupational qualification. This requirement shall apply without limitation to all aspects of employment (including lay-offs or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship) and advertisement.

10.2 Services and Activities. No person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible by or resulting from this Agreement on the grounds of sex, race, color, creed, national origin, sexual orientation, age (except minimum age and retirement provisions), marital status, or the presence of any sensory, mental, or physical handicap. Any violation of this provision shall be considered a violation of a material provision of this Agreement and shall be grounds for

termination or suspension in whole or in part of this Agreement by the County and may result in ineligibility for future County agreements.

10.3 Other Non-Discrimination Laws. The Agency shall also comply with all applicable anti-discrimination laws or requirements of any and all applicable jurisdictions.

11. Compliance with Laws and Regulations

The Parties shall comply with all applicable rules and regulations pertaining to them in connection with the matters covered herein.

12. Notices

Any notice required to be given by either Party to the other pursuant to any provision of this Agreement or any law, present or future, shall be in writing and shall be deemed to have been duly given or sent if either delivered personally, sent by nationally recognized overnight delivery service or sent via United States Mail addressed to the following:

To Agency:

Gregory S. Ahearn, Fire Chief  
Woodinville Fire & Rescue  
P.O. Box 2200  
Woodinville, WA 98072-2200

With a Copy to:

Jeffrey Ganson, Esq.  
Porter Foster Rorick, LLP  
Attorney for Agency  
800 Two Union Square  
601 Union Street  
Seattle, WA 98101

To County:

King County  
Finance Director  
401 Fifth Avenue, Suite 300  
Seattle, WA 98104  
Attn: Ken Guy

With a Copy to:

King County Prosecutor's Office  
King County Courthouse - W400  
516 Third Avenue  
Seattle, WA 98104  
Attn: Peggy Pahl  
Sr. Deputy Prosecuting Attorney  
Fax: (206) 296-0191

or, to such other person or address as is hereafter designated in writing by either Party to the other. Each Party may change its notice address set forth in this section by giving notice of a new address to the other Party in accordance with this section.

Notices may also be given by facsimile transmission (provided the fax machine has printed a confirmation of receipt). All notices that are mailed shall be deemed received three (3) business days after mailing. All other notices shall be deemed complete upon actual receipt or refusal to accept delivery.

### 13. Dispute Resolution

The parties shall use reasonable efforts to mediate any dispute arising under this Agreement. In the event of such a dispute, each party shall designate, in writing, not more than three (3) candidates it proposes to act as a non-binding mediator within ten (10) days following notification of a dispute. If the Parties cannot agree on one of the mediators from the combined list within five (5) days, then the Parties shall promptly meet and select a mediator by blind draw. Upon selection of the mediator, the Parties shall within forty-five (45) days or as soon thereafter as possible, meet and engage in a mediation of the dispute with the assistance of the mediator. The cost for the mediation services shall be borne equally between the Parties, each party paying one-half of the cost. The mediator shall determine reasonable procedures. Testimony and briefing, if any, provided to the mediator shall be inadmissible in any subsequent court proceedings. If mediation fails to resolve the dispute, the Parties may thereafter seek redress in a court of competent jurisdiction. Nothing in this section shall be construed to prohibit either Party from exercising its right to terminate this Agreement as otherwise provided in this Agreement or be construed as a pre-condition to the exercise of such right to terminate.

### 14. Assignment

The Parties shall not assign this Agreement or any interest, obligation, or duty herein without the express written consent of the other Party.

### 15. Approval

This Agreement is expressly conditioned upon and subject to the written approval of the authorized representatives of the County and by ordinance of the County Council and by resolution of the Agency's legislative body and shall not be binding unless and until so approved. This Agreement may be altered, amended, or waived only by a written amendment executed, in the same manner, by both Parties.

### 16. General Provisions

- 16.1 All of the terms, covenants, and conditions in this Agreement shall extend to and bind any approved legal successors and assigns of the Parties hereto.

- 16.2 This Agreement shall be deemed to be made and construed in accordance with the laws of the State of Washington. Jurisdiction and venue for any action arising out of this Agreement shall be in King County Washington.
- 16.3 The headings and recitals in this Agreement are for convenience only and do not in any way limit or amplify the provisions of this Agreement.
- 16.4 If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be held to be invalid or unenforceable by a final decision of any court having jurisdiction on the matter, the remainder of this Agreement or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable shall not be affected thereby and shall continue in full force and effect unless such court determines that such invalidity or unenforceability materially interferes with or defeats the purposes hereof, at which time the County shall have the right to terminate the Agreement for cause.
- 16.5 This Agreement constitutes the entire agreement between the Parties for the purpose set forth in paragraph 1. There are no terms, obligations, covenants, or conditions other than those contained herein. No modifications or amendments of this Agreement shall be valid or effective unless evidenced by an agreement in writing signed by both Parties.
- 16.6 The Agency shall ensure that copy of this Agreement is filed with the King County Recorder's Office.
- 16.7 This Agreement may be executed in counterparts, each of which when so executed and delivered shall be an original, but such counterparts shall constitute but one and the same instrument.
- 16.8 The failure of either Party to insist upon strict performance of this Agreement shall not impact that Party's right to insist upon strict performance at a later time.

#### 17. Equal Opportunity to Draft

Each party has had opportunity to consult with counsel in connection with the negotiation, execution and delivery of this Agreement. Each of the provisions of this Agreement has been reviewed and negotiated, and represents the combined work product of both parties hereto. No presumption or other rules of construction which would render the provisions of this Agreement in favor of or against the party preparing the same will apply in connection with the construction or interpretation of any of the provisions of this Agreement.

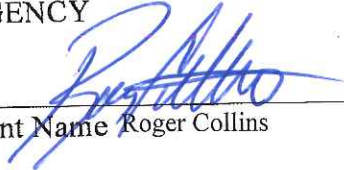


#### 18. Benefit Charge Collection

The County agrees that this Agreement shall not exempt County owned properties from statutory benefit charges under RCW 52.18.020 and RCW 52.26.190. The County expressly agrees that the Agency may impose and collect statutory benefit charges on County owned properties in accordance with the law, provided, however, the County shall not be required to make payments under this Agreement for any parcel of property for which the County pays a benefit charge.

IN WITNESS WHEREOF, the Agency and the County have executed this Agreement as of the latter date of signature below.

Woodinville Fire & Rescue  
AGENCY

  
Print Name Roger Collins

TITLE: Board Chair

DATE: August 6, 2019

Approved as to form:

By: /s/ Jeffrey Ganson  
Attorney for the Agency Jeffrey Ganson

KING COUNTY

By: \_\_\_\_\_

\_\_\_\_\_  
Print Name

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

Approved as to form:

By: \_\_\_\_\_

\_\_\_\_\_  
Attorney for the County

EXHIBIT A

The following is a list of the county owned properties within the Agency's boundaries with buildings or equipment.

[Add list of parcels here]

**Exhibit A: Fire District 36, Woodinville**  
**2019 Improved Properties and Cost for Fire Protection Services**

AGENCY NAME: 02/07/19	ACCOUNT NUMBER	FIRE DISTRICT	LEVY	IMPR APPR VAL	2019 RATE	COST: IMPROV	DESCRIPTION	CATEGORY	
KING COUNTY-PARKS	072606-9039-03	FIRE 36 WOODINVILLE	7570	16,000	0.79308	12.69	DANIELS CREEK PARK	PARK SITE	
KING COUNTY-PARKS	072606-9042-08	FIRE 36 WOODINVILLE	7570	295,100	0.79308	234.04	COTTAGE LAKE	OPEN SPACE	
KING COUNTY-PARKS	072606-9047-03	FIRE 36 WOODINVILLE	7570	1,000	0.79308	0.79	DANIELS CREEK PARK	PARK SITE	
KING COUNTY-WASTE WATER	092605-9143-05	FIRE 36 WOODINVILLE	2505	33,600	0.79308	26.65	WOODINVILLE PUMP STATION	PUMP STATION	
KING COUNTY-PROPERTY SVCS	102606-9007-06	FIRE 36 WOODINVILLE	7570	5,000	0.79308	3.97	DUVALL LANDFILL SITE	SOLID WASTE LANDFILL SITE	
KING COUNTY-PARKS	340770-0031-01	FIRE 36 WOODINVILLE	7570	142,200	0.79308	112.78	GOLD CREEK PARK	PARK SITE	
<b>FIRE DISTRICT</b>	<b># of PARCELS</b>	<b>COST: IMPROV</b>							
FIRE 36 WOODINVILLE	6	390.91							
<b>Grand Total</b>	<b>6</b>	<b>390.91</b>							

Based on Department of Assessments Improved Values as of February 7, 2019

**Woodinville Fire & Rescue**



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

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DATE: August 6, 2019  
TO: Roger Collins, Chair  
Board of Fire Commissioners  
FROM: Joan S. Montegary, Chief Administrative Officer *JSM*  
SUBJECT: #19-023 – Benefit Charge Vendor Contract for 2019-2020

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**Background**

Interface Systems Management Consultants (“Contractor”) has been the vendor for Woodinville Fire & Rescue (“WF&R”) for performing all tasks relating to the calculation and notification of benefit charges since 1994. Mr. Neil Blindheim is the primary contact for the Contractor. The current administration has worked with Mr. Blindheim since 2010 and has found him to be extremely helpful and responsive to questions and requests.

**Fiscal Impact**

The attached Agreement is for an amount not to exceed \$22,000. This amount represents a zero increase from the contract for 2018-2019. Payments to this contractor over the last few years have been as follows:

2018	\$16,881.82
2017	\$17,114.04
2016	\$16,921.15
2015	\$16,100.78
2014	\$17,898.13
2013	\$17,621.90
2012	\$16,970.12

The costs include taxpayer notice printing, folding, mail preparation and postage. Additionally, all districts are allocated costs on a weighted average basis for the following: mailing software update, professional liability E&O insurance policy and FTP site for file uploads and downloads.

**Alternatives**

Interface Systems Management Consultants is the only vendor that provides this type of service – the calculation and notification of benefit service charge for fire districts. Interface Systems Management Consultants is, therefore, a sole source vendor.

Roger Collins, Chair  
August 6, 2019  
Page 2 of 2

**Requested Action**

Staff recommends that the Board approve and sign the Agreement for Consulting Services Relating to the Computation of Services Concerning Benefit Charge Amounts.

*Attachment*

*/jsm*

**PROPOSED MOTION**

I move that the Board of Fire Commissioners authorize the Board Chair to sign the Agreement for Consulting Services Relating to the Computation of Services Concerning Benefit Charge Amounts between Woodinville Fire & Rescue and Interface Systems Management Consultants in an amount not to exceed \$22,000.00.

**AGREEMENT FOR CONSULTING SERVICES  
RELATING TO THE COMPUTATION OF SERVICES CONCERNING  
BENEFIT CHARGE AMOUNTS**

1. This Agreement is made by and between Woodinville Fire & Rescue, a municipal corporation of the State of Washington (the "District") and Interface Systems, LLC ("Contractor") (collectively, the "Parties).

2. All references to "Contractor" in this Agreement shall mean:

Interface Systems, LLC  
12607 129th Street East, Puyallup, WA 98374  
Washington State UBI Number: 604-463-789  
Federal Employer ID Number: 84-2210805

3. The Contractor shall provide all services and personnel and shall be subject to all the duties and responsibilities as stated in the Contractor's attached Work Plan, which is incorporated in to this Agreement by reference. The Contractor shall identify in writing to the District, in advance of performing work under this Agreement, each staff person it will assign to work under the Agreement. All staffing changes made by the Contractor that affect performance of the work under this Agreement shall be approved in advance in writing by the District.

4. The Period of Performance under this Agreement shall be from September 1, 2019 through August 31, 2020.

5. The Contractor's primary contact person for this Agreement shall be Neil A. Blindheim, Manager, *Interface Systems, LLC*. The District's primary contact person for this Agreement shall be its Chief Administrative Officer.

6. The Contractor's compensation for all services rendered within the scope of the Contractor's Work Plan shall be an amount not to exceed twenty-two thousand dollars (\$22,000.00).

7. The Contractor shall submit two invoices, together with a progress report explaining the status of the work under this Agreement. Each billing shall clearly indicate that it is for services rendered under this Agreement, and must be submitted for payment to:

Woodinville Fire & Rescue  
PO Box 2200  
Woodinville, WA 98072-2200

Contractor shall not be entitled to interest payments or late fees on payments made by the District within sixty (60) days of the date Contractor's invoice is received.

8. Any additional services provided by the Contractor under his Agreement without prior written approval from the District shall be at the Contractor's sole expense.
9. If any provision of this Agreement is deemed to be in conflict with any statute or rule of law, the Parties agree to modify the offending provision to be in conformance with the applicable statute or rule of law.
10. This Agreement, including the attached Work Plan, contains all the terms and conditions agreed to by the Parties. No other understanding, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind the Parties.
11. Any amendments or changes to this Agreement must be mutually agreed to in writing by the Parties.

IN WITNESS WHEREOF:

**Woodinville Fire & Rescue and the Contractor have signed this Contract.**

**CONTRACTOR**


**STATE OF WASHINGTON**

**Woodinville Fire & Rescue**

Authorized Signature / Date

  
\_\_\_\_\_

**Neil A. Blindheim, Manager**

  
\_\_\_\_\_

**Board Chair  
Board of Fire Commissioners**

8/1/2019  
\_\_\_\_\_  
**Date**

8/6/19  
\_\_\_\_\_  
**Date**



## **Interface Systems, LLC Benefit Charge Work Plan**

Interface Systems, LLC will perform the following items of work for Woodinville Fire & Rescue (the "District") to maintain the Benefit Charge method of funding of the District.

- 1. Obtaining New Download of Data Processing Information:**  
Interface Systems, LLC will work with the King County Assessor's Office to obtain the District's property information from the County.
- 2. Update Woodinville Fire & Rescue Database:**  
Interface Systems, LLC will update the District's Benefit Charge database with current property information.
- 3. Compute Benefit Charge Amount:**  
Interface Systems, LLC will compute the Benefit Charge for each property in the District based upon the approved District formula and the aggregate amount of funds to be collected under the Benefit Charge by the District. These charges will be uploaded to King County for inclusion into each property owner's tax statement.
- 4. Prepare and Mail Taxpayer Notices:**  
Interface Systems, LLC will prepare taxpayer notices reflecting the Benefit Charge to be collected against each property in the District for the year 2020 and provide for the mailing of these Taxpayer Notices to property owners.
- 5. Assist with Taxpayer Appeals:**  
Interface Systems, LLC will assist the District with Taxpayer Appeals.
- 6. Maintain District Database:**  
Interface Systems, LLC will maintain the District's Benefit Charge Database, throughout the year, for such changes in property classifications or charge changes as may be authorized by the District.
- 7. Technical Assistance:**  
Interface Systems, LLC will provide technical assistance to the District on Benefit Charge questions which arise from property owners.
- 8. Consulting Staff Roster:**  
Claire Kucera and Everett Blindheim.
- 9. Benchmark Dates:**  
Date downloaded and database created by November 27, 2019; database approval by December 18, 2019; Taxpayer Notices printed by December 31, 2019; Taxpayer Notices mailed beginning the week of January 6, 2020.

# Woodinville Fire & Rescue



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

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DATE: August 6, 2019  
TO: Roger Collins, Chair  
Board of Fire Commissioners  
FROM: Gregory Ahearn, Fire Chief *GAA*  
SUBJECT: **Fire Chief's Report – August 6, 2019**

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

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

#### **Incidents**

The District responded to 302 incidents since your regular Board meeting on July 2. I'm pleased to report there were no significant incidents. On July 4, we up-staffed Brush 131 and during the 24-hour period the District responded to fourteen incidents, with only 1 of those being fireworks related.

#### **Budget**

Staff currently has no concerns with the 2019 budget. The budget report for the period ending June 30, 2019 is attached for your review.

Project Managers have until August 18 to submit their budget requests for 2020. Staff will present a preliminary budget to the Board for review on September 17.

#### **Personnel**

We currently have one firefighter on alternate duty due to a duty-related injury. The District will have 3 new firefighters starting on Tuesday, September 3. Conner Shelford, Carson McMahon, and Max Dale have passed all their pre-employment screening and will spend their first week here at the District before starting EMTG Academy #10 on Monday, September 9. The District has assigned Lieutenant Justin Ralph to be an instructor at the academy. Graduation from the Fire Academy will be mid-December and our new recruits will immediately start their 5-week EMT school the week after. We anticipate our 3 new recruits will be on-line on or about February 1, 2020.

### **Update on the New Ladder 131**

The new Ladder 131 is in Tacoma getting some of its up-fitting to include applying graphics and mounting radios and other equipment. Ladder 131 should arrive in Woodinville next week – just in time to be on display at the pancake breakfast, participate in the parade, and be at our static display at the Wilmot Gateway Park all day on Saturday, August 17.

Special thanks to the specification committee led by Lieutenant Seth Merritt and to Firefighters James Mach and Jeff Smith who have been working closely with our vendor, Hughes Fire Equipment, to get our ladder outfitted. A representative from Pierce Manufacturing will be onsite next week providing 3 days of training to our drivers and officers that are assigned to the Ladder.

### **Update on New Aid Cars**

The District has ordered 3 new Horton Aid Cars. The specification committee has conducted the pre-construction meeting and the vendor is estimating delivery as soon as the first week in December. Thanks again to the Board for your willingness to have a special meeting to award the bid and place the order.

### **Regionalization Discussions**

In preparation for next Tuesday's joint Board meeting, I have been working closely with Acting Chief Magnuson and Chief Cowan on an administrative organizational chart and the District comparison information that the Chiefs were tasked with at the last meeting. We are meeting tomorrow to finalize the information.

### **North End Training Consortium**

Talks continue to evolve with the north end training consortium with the staffs from Woodinville, Bothell, Northshore and Shoreline working very well together. The Fire Chiefs, Deputy Chiefs and Labor Leaders from all four agencies will be meeting on August 13 to discuss the proposal.

### **Community Relations**

Preparations are underway for Celebrate Woodinville and our pancake breakfast coming up on August 17. Staff continues to work with the City of Woodinville and the Chamber of Commerce on this project and we have started preparing Station 31 for inviting the public into our facility.

Roger Collins, Chair  
Board of Fire Commissioners  
August 6, 2019  
Page 3 of 3

CSO Breault continues her work on launching our social media and the District is seeing steady increases in activity. CSO Breault is also working on a web-site refresh that we plan on having completed by the end of the year.

GSA/nmf

*Attachment*



**Woodinville Fire & Rescue**

P. O. Box 2200 • 17718 Woodinville-Snohomish Rd NE  
Woodinville, WA 98072-8509  
Phone 425-483-2131 • Fax 425-486-0361

**ACH/BANK DEBIT APPROVAL DOCUMENT**

Governmental Unit Name: Woodinville Fire & Rescue


**EXPENSE ACCOUNT**


**Fund # 10-036-0010**

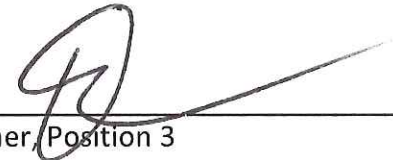
**Board of Directors Approval:** We, the Board of Directors of the above-named governmental unit of King County, Washington do hereby certify that the services hereinafter specified have been received and that the vouchers identified below are approved for payment.

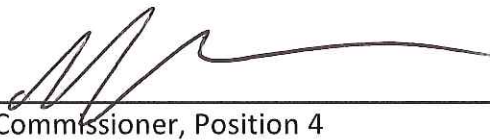
Date: August 6, 2019

Approved for payment:

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

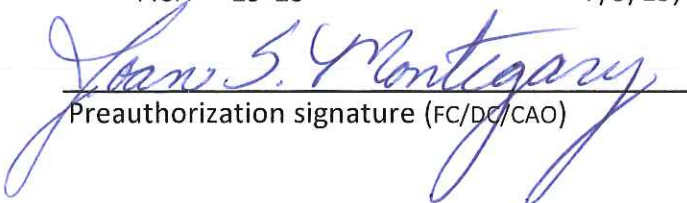
  
\_\_\_\_\_  
Commissioner, Position 2

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

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

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

Reference #	ACH Request Date(s):	Total ACH Requests
ACH 19-13	7/9/19, 7/10/19	\$ 417,876.49

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

**US BANK SINGLEPOINT - 3629 TRANSACTIONS**

Trans. Date	Paychex Cash Requirement Debits	
7/9/2019	Net Pay: Direct Deposits/Live Checks	248,044.69
7/9/2019	DSHS - WA State (garnishment)	604.02
7/10/2019	Taxpay (Soc. Sec., MC, Federal Income Tax)	56,107.47
7/9/2019	Agency Checks	7,398.11
		-
		-
		-
	Quarterly L&I	-
7/10/2019	<b>PAYCHEX INVOICE</b>	634.16
		<b>312,788.45</b>

Trans. Date	ACH TRANSACTIONS: TDA / DUES / BENEVOLENT FUND TEMPLATE	
7/10/2019	WDVL FF Union Dues/Assessment	4,487.59
7/10/2019	WDVL Benevolent Fund	365.00
	<b>Total Deposit</b>	<b>4,852.59</b>

**PAY32 TRANSACTION TOTALS      \$      317,641.04**

  
 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 Jul 10, 2019

## PAYMENT INFORMATION

ACH Credit Pay Code (BENXX, GENXX, PAYXX) \_\_\_\_\_ 
  ACH Debit Pay Code (COLXX) \_\_\_\_\_ 
  Automatic Withdrawal  
 Book Transfers (Last 4 digits of the account) From \_\_\_\_\_ To \_\_\_\_\_ 
  Wire Repetitive Wire Code \_\_\_\_\_

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	DEPT OF RETIREMENT SYSTEMS						00000	
2	LEOFF & PERS	100360010			24219		00000	51,439.43
3	DCP	100360010			24219		00000	35,908.57
4							00000	
5							00000	
6							00000	
							<b>Total</b>	\$87,348.00

## 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 Jul 3, 2019  
 Print Name Joan Montegary Phone # 425-483-7912 Email jmontegary@wf-r.org

# ELECTRONIC PAYMENT REQUEST FORM



Department of Executive Services  
**Finance & Business Operations Division**  
 ADM-ES-0600  
 500 4th Ave  
 Seattle, WA 98104  
 Email: cash.management@kingcounty.gov  
 Tel: 206-296-7310 or 206-296-7312

Payment Settlement Date Jul 10, 2019

## PAYMENT INFORMATION

ACH Credit Pay Code (BENXX, GENXX, PAYXX) \_\_\_\_\_ 
  ACH Debit Pay Code (COLXX) \_\_\_\_\_ 
  Automatic Withdrawl  
 Book Transfers (Last 4 digits of the account) From \_\_\_\_\_ To \_\_\_\_\_ 
  Wire Repetitive Wire Code \_\_\_\_\_

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	ALERUS						00000	
2	Deferred Compensation Contributions	100360010			24219		00000	12,887.45
3							00000	
4							00000	
5							00000	
6							00000	
							<b>Total</b>	\$12,887.45

## 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   
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Signature *Joan Montegary* Title Chief Administrative Officer Date Jul 3, 2019  
 Print Name Joan Montegary Phone # 425-483-7912 Email jmontegary@wf-r.org





**Woodinville Fire & Rescue**

P. O. Box 2200 • 17718 Woodinville-Snohomish Rd NE  
Woodinville, WA 98072-8509  
Phone 425-483-2131 • Fax 425-486-0361

**ACH/BANK DEBIT APPROVAL DOCUMENT**

Governmental Unit Name: Woodinville Fire & Rescue

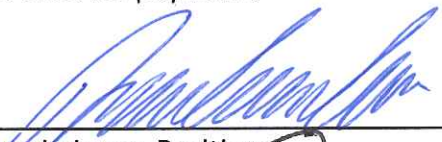
**EXPENSE ACCOUNT**

**Fund # 10-036-0010**

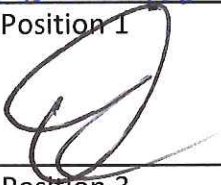
**Board of Directors Approval:** We, the Board of Directors of the above-named governmental unit of King County, Washington do hereby certify that the services hereinafter specified have been received and that the vouchers identified below are approved for payment.


Date: August 6, 2019


Approved for payment:

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

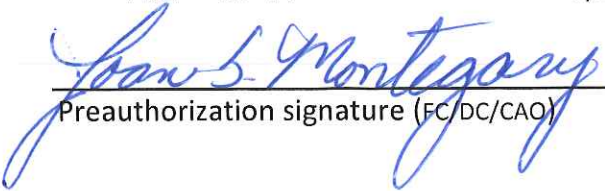
  
\_\_\_\_\_  
Commissioner, Position 2

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

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

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

Reference #	ACH Request Date(s):	Total ACH Requests
ACH 19-14	7/22, 7/24, 7/25	\$ 550,944.18

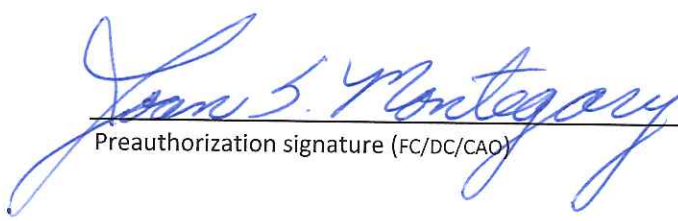
  
\_\_\_\_\_  
Preauthorization signature (FC/DC/CAO)

**US BANK SINGLEPOINT - 3629 TRANSACTIONS**

Trans. Date	Paychex Cash Requirement Debits	
7/24/2019	Net Pay: Direct Deposits/Live Checks	234,491.32
7/24/2019	DSHS - WA State (garnishment)	291.52
7/25/2019	Taxpay (Soc. Sec., MC, Federal Income Tax)	49,060.10
7/24/2019	Agency Checks	115,333.85
		-
		-
		-
7/22/2019	Quarterly L&I	68,627.48
7/25/2019	<b>PAYCHEX INVOICE</b>	638.47
		<b>468,442.74</b>

Trans. Date	ACH TRANSACTIONS: TDA / DUES / BENEVOLENT FUND TEMPLATE	
7/25/2019	WDVL FF Union Dues/Assessment	4,362.19
7/25/2019	WDVL Benevolent Fund	355.00
	<b>Total Deposit</b>	<b>4,717.19</b>

**PAY32 TRANSACTION TOTALS      \$      473,159.93**

  
 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 Jul 25, 2019

## PAYMENT INFORMATION

ACH Credit Pay Code (BENXX, GENXX, PAYXX) \_\_\_\_\_ 
  ACH Debit Pay Code (COLXX) \_\_\_\_\_ 
  Automatic Withdrawal  
 Book Transfers (Last 4 digits of the account) From \_\_\_\_\_ To \_\_\_\_\_ 
  Wire Repetitive Wire Code \_\_\_\_\_

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	DEPT OF RETIREMENT SYSTEMS						00000	
2	LEOFF & PERS	100360010			24219		00000	50,823.15
3	DCP	100360010			24219		00000	13,623.65
4							00000	
5							00000	
6							00000	
							<b>Total</b>	\$64,446.80

## PAYEE INFORMATION

Company  Address  City  State  Zip

## BANK INFORMATION FOR WIRE PAYMENTS

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

## CONTACT INFORMATION Typed or Printed

Contact Name  Organization   
 Email  Phone #  Ext  Fax #

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



# ELECTRONIC PAYMENT REQUEST FORM



Department of Executive Services  
**Finance & Business Operations Division**  
 ADM-ES-0600  
 500 4th Ave  
 Seattle, WA 98104  
 Email: cash.management@kingcounty.gov  
 Tel: 206-296-7310 or 206-296-7312

Payment Settlement Date Jul 25, 2019

## PAYMENT INFORMATION

ACH Credit Pay Code (BENXX, GENXX, PAYXX) \_\_\_\_\_ 
  ACH Debit Pay Code (COLXX) \_\_\_\_\_ 
  Automatic Withdrawl  
 Book Transfers (Last 4 digits of the account) From \_\_\_\_\_ To \_\_\_\_\_ 
  Wire Repetitive Wire Code \_\_\_\_\_

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	ALERUS						00000	
2	Deferred Compensation Contributions	100360010			24219		00000	13,337.45
3							00000	
4							00000	
5							00000	
6							00000	
<b>Total</b>								<b>\$13,337.45</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 Jul 23, 2019  
 Print Name Joan Montegary Phone # 425-483-7912 Email jmontegary@wf-r.org



# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 07/08/2019  
Total Amount: \$80,928.05  
Control Total: 36  
Payment Method: WARRANT

District Name: Woodinville Fire & Rescue  
File Name: AP\_WDNVLFIR\_APSUPINV\_20190702084329.csv  
Fund #: 100360010

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

<b>PAYMENT CERTIFICATION</b>		RCW (42.24.080)
I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).		
Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)) :		
<u>Joan S. Montegary</u>	<u>07-02-2019</u>	<u>Je Denny</u>
Authorized District Signature	Date	Authorized District Signature
<u>[Signature]</u>	<u>7/31/19</u>	<u>[Signature]</u>
Authorized District Signature	Date	Authorized District Signature
<u>[Signature]</u>	<u>8/6/19</u>	<u>[Signature]</u>
Authorized District Signature	Date	Authorized District Signature
		<u>[Signature]</u>
		Authorized District Signature
		<u>[Signature]</u>
		Authorized District Signature

**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

<b>KING COUNTY FINANCE USE ONLY:</b>	
Batch Processed By:	_____
Date Processed:	_____



# Special District Voucher Approval Document

District Name: Woodinville Fire & Rescue

File Name: AP\_WDNVLFIR\_APSUPINV\_20190702084329.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AIRGAS USA LLC			190701001	07/08/2019	\$184.59	
BANK OF AMERICA (AHEARN)			190701002	07/08/2019	\$51.78	
BANK OF AMERICA (BEVERLY)			190701003	07/08/2019	\$0.99	
BANK OF AMERICA (DAVIS)			190701004	07/08/2019	\$137.23	
BANK OF AMERICA (FRISCH)			190701005	07/08/2019	\$640.60	
BANK OF AMERICA (KERTH)			190701006	07/08/2019	\$134.16	
BANK OF AMERICA (MAGISTRALE)			190701007	07/08/2019	\$302.56	
BANK OF AMERICA (MCCAMBRIDGE)			190701008	07/08/2019	\$91.38	
BANK OF AMERICA (MERRITT)			190701009	07/08/2019	\$51.34	
COMCAST			190701010	07/08/2019	\$118.55	
COMCAST			190701011	07/08/2019	\$166.34	
CONFIDENTIAL DATA DISPOSAL			190701012	07/08/2019	\$562.00	
FIRE FLEET MAINTENANCE LLC			190701013	07/08/2019	\$14,884.19	
GALLS LLC			190701014	07/08/2019	\$2,039.36	
GITTS SPRING CO			190701015	07/08/2019	\$2,562.26	
HUGHES FIRE EQUIPMENT			190701016	07/08/2019	\$83.97	
LIFE ASSIST INC			190701017	07/08/2019	\$2,114.84	
LN CURTIS & SONS			190701018	07/08/2019	\$25,851.08	
MCKINSTRY CO LLC			190701019	07/08/2019	\$327.80	
MUNICIPAL EMERGENCY SERVICES INC			190701020	07/08/2019	\$77.00	
NORTHWEST FIRE FIGHTERS TRUST			190701021	07/08/2019	\$617.19	
PUGET SOUND ENERGY			190701022	07/08/2019	\$3,368.19	
PURCELL TIRE AND SERVICE			190701023	07/08/2019	\$1,359.65	
RONALD HIRAKI			190701024	07/08/2019	\$12,000.00	
SUMMIT LAW GROUP PLLC			190701025	07/08/2019	\$2,513.52	
THE FIRE STORE			190701026	07/08/2019	\$417.75	
THOMAS PETEK			190701027	07/08/2019	\$300.00	
UNITED OIL 23165			190701028	07/08/2019	\$846.77	
VALLEY MEDICAL CENTER			190701029	07/08/2019	\$2,159.50	
WASHINGTON ALARM			190701030	07/08/2019	\$229.29	
WASHINGTON COUNTIES INSURANCE FUND			190701031	07/08/2019	\$116.27	
WASTE MANAGEMENT OF WA SNOOKING			190701032	07/08/2019	\$1,231.52	
WESTERN EXTERMINATOR COMPANY			190701033	07/08/2019	\$192.50	



# Special District Voucher Approval Document

District Name: Woodinville Fire & Rescue

File Name: AP\_WDNVLFIR\_APSUPINV\_20190702084329.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
WOOD FIRE PETTY CASH FUND			190701034	07/08/2019	\$2,156.47	
WOOD FIRE TRAVEL FUND			190701035	07/08/2019	\$2,651.30	
WOODINVILLE WATER DISTRICT			190701036	07/08/2019	\$386.11	





# Special District Voucher Approval Document

Scheduled Payment Date: 07/26/2019  
 Total Amount: \$114,890.53  
 Control Total: 51  
 Payment Method: WARRANT

District Name: Woodinville Fire & Rescue  
 File Name: AP\_WDNVLFIR\_APSUPINV\_20190723113453.csv  
 Fund #: 100360010

### CONTACT INFORMATION

Preparer's Name: Charlene Inman

Email Address: cinman@wf-r.org

### PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

<u>Juan S Montenegro</u>	<u>7/23/19</u>
Authorized District Signature	Date
<u>[Signature]</u>	<u>8/6/19</u>
Authorized District Signature	Date
<u>[Signature]</u>	<u>7/31/19</u>
Authorized District Signature	Date

<u>[Signature]</u>	<u>8-6-2019</u>
Authorized District Signature	Date
<u>[Signature]</u>	<u>7/31/19</u>
Authorized District Signature	Date
<u>[Signature]</u>	
Authorized District Signature	Date

### SUBMIT SIGNED DOCUMENT TO:

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

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

### KING COUNTY FINANCE USE ONLY:

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

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





# Special District Voucher Approval Document

District Name: Woodinville Fire & Rescue

File Name: AP\_WDNVLFIR\_APSUPINV\_20190723113453.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
A TO Z STUMP & TREE INC			190703001	07/26/2019	\$2,189.00	
AIRGAS USA LLC			190703002	07/26/2019	\$500.70	
BANK OF AMERICA (AHEARN)			190703003	07/26/2019	\$47.05	
BANK OF AMERICA (BEVERLY)			190703004	07/26/2019	\$409.85	
BANK OF AMERICA (BREault)			190703005	07/26/2019	\$2,010.37	
BANK OF AMERICA (FRISCH)			190703006	07/26/2019	\$1,952.08	
BANK OF AMERICA (MACH)			190703007	07/26/2019	\$135.00	
BANK OF AMERICA (MAGISTRALE)			190703008	07/26/2019	\$7.90	
BANK OF AMERICA (MCCAMBRIDGE)			190703009	07/26/2019	\$4,581.56	
BANK OF AMERICA (MONTEGARY)			190703010	07/26/2019	\$380.74	
BANK OF AMERICA (SMITH)			190703011	07/26/2019	\$509.92	
BLR BUSINESS & LEGAL RESOURCES			190703012	07/26/2019	\$1,181.38	
BOUNDTREE MEDICAL			190703013	07/26/2019	\$798.51	
CFO SELECTIONS			190703015	07/26/2019	\$165.00	
CITY OF WOODINVILLE			190703016	07/26/2019	\$1,056.40	
COMCAST			190703017	07/26/2019	\$108.55	
COMCAST			190703018	07/26/2019	\$108.55	
COMCAST			190703019	07/26/2019	\$26.94	
DATAQUEST			190703020	07/26/2019	\$256.00	
DBA NW SEWER & DRAIN CAMERONS ONE LLC			190703014	07/26/2019	\$2,120.80	
EAGLE PEST ELIMINATORS INC			190703021	07/26/2019	\$71.50	
EASTSIDE PUBLIC SAFETY COMMUNICATIONS			190703022	07/26/2019	\$1,437.96	
FOREMOST PROMOTIONS			190703023	07/26/2019	\$960.00	
FRONTIER			190703024	07/26/2019	\$1,454.83	
GALLS LLC			190703025	07/26/2019	\$402.88	
HARRIS FORD			190703026	07/26/2019	\$979.43	
HILL STREET CLEANERS INC			190703027	07/26/2019	\$178.30	
KING COUNTY FINANCE			190703028	07/26/2019	\$1,681.00	
LIFE ASSIST INC			190703029	07/26/2019	\$220.70	
LN CURTIS & SONS			190703030	07/26/2019	\$2,792.89	
MCKINSTRY CO LLC			190703031	07/26/2019	\$1,357.28	
MCLENDON HARDWARE, INC			190703032	07/26/2019	\$386.99	
MUNICIPAL EMERGENCY SERVICES INC			190703033	07/26/2019	\$1,662.12	



# Special District Voucher Approval Document

District Name: Woodinville Fire & Rescue

File Name: AP\_WDNVLFIR\_APSUPINV\_20190723113453.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
MUNICO CORP DBA TRAFFIC SAFETY WAREHOUSE			190703034	07/26/2019	\$3,442.21	
NORCOM			190703035	07/26/2019	\$45,691.00	
PORTER FOSTER RORICK LLP			190703036	07/26/2019	\$1,155.00	
PUGET SOUND ENERGY			190703037	07/26/2019	\$3,047.19	
PUGET SOUND REGIONAL FIRE AUTHORITY			190703038	07/26/2019	\$11,843.60	
PURCELL TIRE AND SERVICE			190703039	07/26/2019	\$1,680.72	
REMOTE SATELLITE SYSTEMS			190703040	07/26/2019	\$55.00	
RICOH USA INC			190703041	07/26/2019	\$363.34	
RICOH USA PROGRAM			190703042	07/26/2019	\$559.63	
RIGHT! SYSTEMS INC			190703043	07/26/2019	\$4,635.07	
SHELL FLEET PLUS C/O WEX BANK			190703044	07/26/2019	\$3,378.96	
STERICYCLE			190703045	07/26/2019	\$82.87	
THE FIRE STORE			190703046	07/26/2019	\$472.81	
THREE RIVERS MARINE INC			190703047	07/26/2019	\$1,557.28	
UNITED OIL 23165			190703048	07/26/2019	\$945.76	
US DISPATCH CORP			190703049	07/26/2019	\$126.00	
VERIZON WIRELESS			190703050	07/26/2019	\$1,547.72	
WOODINVILLE WATER DISTRICT			190703051	07/26/2019	\$2,174.19	



# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 07/08/2019  
Total Amount: \$11,990.00  
Control Total: 1  
Payment Method: WARRANT

District Name: Woodinville Fire & Rescue  
File Name: AP\_WDNVLFIR\_APSUPINV\_20190702085300.csv  
Fund #: 100363020

*Capital*

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

<b>PAYMENT CERTIFICATION</b>		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><i>Jean S. Montegary</i></u>	<u>07-02-2019</u>	
Authorized District Signature	Date	
<u><i>[Signature]</i></u>	<u>8/6/19</u>	
Authorized District Signature	Date	
<u><i>[Signature]</i></u>	<u>7/31/19</u>	
Authorized District Signature	Date	
<u><i>[Signature]</i></u>	<u>8-6-2019</u>	
Authorized District Signature	Date	
<u><i>[Signature]</i></u>	<u>7/31/19</u>	
Authorized District Signature	Date	
<u><i>[Signature]</i></u>	<u>8/5/15</u>	
Authorized District Signature	Date	

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# Special District Voucher Approval Document

District Name: Woodinville Fire & Rescue

File Name: AP\_WDNVLFIR\_APSUPINV\_20190702085300.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
MARK R FERGUSON DBA FERGUSON FLOORS			190702001	07/08/2019	\$11,990.00	190,508,190,601,190,000



# Special District Voucher Approval Document

Scheduled Payment Date: 07/26/2019  
Total Amount: \$4,622.05  
Control Total: 2  
Payment Method: WARRANT

District Name: Woodinville Fire & Rescue  
File Name: AP\_WDNVLFIR\_APSUPINV\_20190723114535.csv  
Fund #: 100363020

*Capital*

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

<b>PAYMENT CERTIFICATION</b>		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><i>James Montegary</i></u>	<u><i>7/23/19</i></u>	
Authorized District Signature	Date	
<u><i>[Signature]</i></u>	<u><i>8/6/19</i></u>	
Authorized District Signature	Date	
<u><i>[Signature]</i></u>	<u><i>7/31/19</i></u>	
Authorized District Signature	Date	
<u><i>[Signature]</i></u>	<u><i>8-6-2019</i></u>	
Authorized District Signature	Date	
<u><i>[Signature]</i></u>	<u><i>7/31/19</i></u>	
Authorized District Signature	Date	
<u><i>[Signature]</i></u>	<u><i>8/8/19</i></u>	
Authorized District Signature	Date	

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# Special District Voucher Approval Document

District Name: Woodinville Fire & Rescue

File Name: AP\_WDNVLFIR\_APSUPINV\_20190723114535.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
BANK OF AMERICA (MCCAMBRIDGE)			190703001	07/26/2019	\$1,801.75	
DAILY JOURNAL OF COMMERCE			190703002	07/26/2019	\$2,820.30	