



**Woodinville Fire & Rescue**

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

**Tuesday, November 5, 2019  
5:00 p.m.**

**AGENDA**

Call to Order/Flag Salute/Roll Call

Approval of Agenda in Content and Order

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

**Board Business Items**

1. Staff Report 19-025 – Website Development and Hosting
2. Staff Report 19-026 – Adoption of Policy 3301 - Earthquakes; and Resolution 2019-13, Adoption of Policy 3301 – Earthquake Emergency
3. Resolution 2019-14, 2020 Fire Benefit Charge
4. Resolution 2019-15, 2020 Property Tax Increase, Property Tax Levy and Budget Adoption
5. Fire Chief's Report
6. Regionalization Update
7. Consent Agenda
  - a. Approval of Minutes from the October 22, 2019 Budget and Fire Benefit Charge Hearing
  - b. Approval of Payroll Voucher ACH 19-20 for \$493,859.23
  - c. Approval of General Voucher for \$91,815.24
8. Reports and Requests from the Commissioners/Good of the Order
9. Adjournment

**WOODINVILLE FIRE & RESCUE**  
**Tuesday, November 5, 2019**

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

Commissioner Collins called the meeting to order at 1700 hours. Roll call was taken and was as follows:

**Roll Call**

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

**Staff**

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

**Absent**

Commissioner van Veen let us know he would be late to and might miss the meeting.

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

Commissioner van Veen arrived at 1702 hours.

**Approval of Agenda in Content and Order**

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

**Public Comments**

Local 2950 President Ted Klinkenberg thanked Commissioners Collins and Millman for the time they spent helping the Local navigate the debit day process. He noted that although they were not able to come to a resolution, he appreciates their willingness to hear Labor's point of view.

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

CSO Breault presented the above-referenced staff report and a PowerPoint presentation (attached). In response to questions she reported the following:

- A few of the requested add-ons will be custom developed, for example permitting applications and fire watch documents.
- There isn't a system in place for records retention at this time, but that will be part of the development stage.
- Edge can be included in the functionality, and we can determine the necessity for Internet Explorer capabilities.

**Discussion:**

Commissioner Collins noted that he is concerned about the cost, as it is twice the budgeted amount for 2019. Commissioner van Veen noted that in terms of the actual number of pages, it seems that this change would significantly increase the District's footprint online and would add functionality that we don't currently have with the existing website.

Chief Ahearn noted that the budgeted amount was originally meant to be a placeholder and was added prior to CSO Breault joining the District.

***MOTION:*** Commissioner Millman moved to table the discussion until the December Board of Fire Commissioners Regular Meeting in order to allow Commissioner van Veen to look into the proposal further. The motion was seconded by Commissioner van Veen. The motion passed, 5-0.

**2. Staff Report 19-026 – Adoption of Policy 3301 – Earthquake Emergency and Resolution 2019-13 (attached hereto)**

CAO Montegary presented the above-referenced staff report. In response to questions she reported the following:

- Policy 3301 is replacing an existing policy that has been re-written.
- Policy 3301 addresses the first 48 hours after a major earthquake.

In response to questions, DC Wallgren reported the following:

- The District is currently researching adding an above-ground fueling station at Station 31, and if determined necessary, the District will consider doing the same at the outlying stations. The new fueling station would have both diesel and unleaded to support the entire fleet, and the District will likely partner with the city of Woodinville as well as emergency management.
- The District currently has a 10-day supply of food at all stations, per the suggestion from King County, but can increase the supply at any time.

**MOTION:** *Commissioner Osgood moved that the Board of Fire Commissioners adopt Resolution 2019-13, a Resolution adopting Policy No. 3301, Earthquake Emergency. Additionally, Commissioner Osgood moved that the Board of Fire Commissioners delete Manual of Operations sections 500-3.1, Earthquake Procedures. The motion was seconded by Commissioner Millman. The motion passed, 5-0.*

**3. Resolution 2019-14, 2020 Fire Benefit Charge (attached hereto)**

CAO Montegary presented the above-referenced Resolution. In response to questions she reported the following:

- After receiving the latest Levy Limit worksheet on October 31, 2019, there is not much of a change from the last presentation, and the overall collection rate for 2020 will be at \$1.34.

**MOTION:** *Commissioner van Veen moved that the Board of Fire Commissioners adopt Resolution 2019-14, a Resolution adopting the 2020 Fire Benefit Charge. The motion was seconded by Commissioner Millman. The motion passed, 5-0.*

**4. Resolution 2019-15, 2020 Property Tax Increase, Property Tax Levy and Budget Adoption (attached hereto)**

CAO Montegary presented the above-referenced Resolution.

Commissioner Osgood thanked CAO Montegary and District Administration for all of the hard work in getting the budget completed in such a timely manner.

**MOTION:** *Commissioner Millman moved that the Board of Fire Commissioners adopt Resolution 2019-15, a Resolution adopting the 2020 Property Tax Increase, Property Tax Levy and Budget. The motion was seconded by Commissioner van Veen. The motion passed, 5-0.*

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

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

Commissioner Millman reported that he has known people who have attended the Center of Excellence in Washington, D.C. and had positive experiences. He noted that the program was designed specifically for firefighters. He encouraged looking into it as an option for anyone dealing with PTSD/PTSI.

In response to a question from Commissioner Collins about training, DC Wallgren reported that we are currently working on completing 4<sup>th</sup> quarter training as scheduled with the rest of Zone 1. To date the District has expended 50% of the 2019 training budget.

#### **6. Regionalization Update**

Commissioners Collins and Millman provided an update on the last sub-committee meeting. They noted that they were provided an update on costs associated with a merger that left them with additional questions.

The Board of Fire Commissioners and District staff discussed regionalization to include the importance of a potential merger must make economic sense for the taxpayers of Woodinville.

Commissioner Collins noted that the Boards of the three agencies are meeting independently this week and will be taking a poll to gauge interest in moving forward with regionalization discussions. The Commissioners agreed to continue to move forward with discussions and requested that work continue towards determining an accurate representation of the numbers.

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

- a. Approval of Minutes from the October 22, 2019 Budget and Fire Benefit Charge Hearing
- b. Approval of Payroll Voucher ACH 19-20 for \$493,859.23
- c. Approval of General Voucher for \$91,815.24

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

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

Commissioner Collins reported that he is looking forward to the new staff directory photo book.

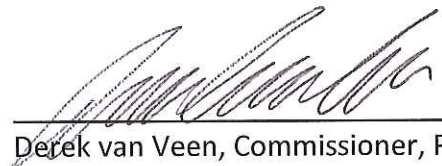
Commissioner Dorney noted that he hopes to keep the District moving forward in light of hammering out the consolidation issue. He emphasized the importance of not suppressing what people are trying to do in the organization in the meantime.

#### **9. Adjournment**

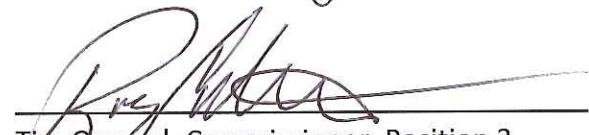

**MOTION:** Commissioner Osgood moved to adjourn the meeting. The motion was seconded by Commissioner van Veen. The motion passed, 5-0.


The meeting adjourned at 1827 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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Roger Collins, Position 5

  
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Mike Millman, Commissioner, Position 4

  
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Roger Collins, Commissioner, Position 5  
  
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Tim Osgood, Position 3



# Woodinville Fire & Rescue




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

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DATE: November 5, 2019

TO: Roger Collins, Chair  
Board of Fire Commissioners

FROM: Catherine Breault, CSO/PIO 

SUBJECT: **Staff Report 19-025**  
**Website Development and Hosting**

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### Background

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

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

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

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

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

### **Fiscal Impact**

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

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

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

### **Alternatives**

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

### **Requested Action**

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

***The Finance Committee recommends approval of the contract with Galactic Ideas***

*Attachment*



## Woodinville Fire & Rescue Website

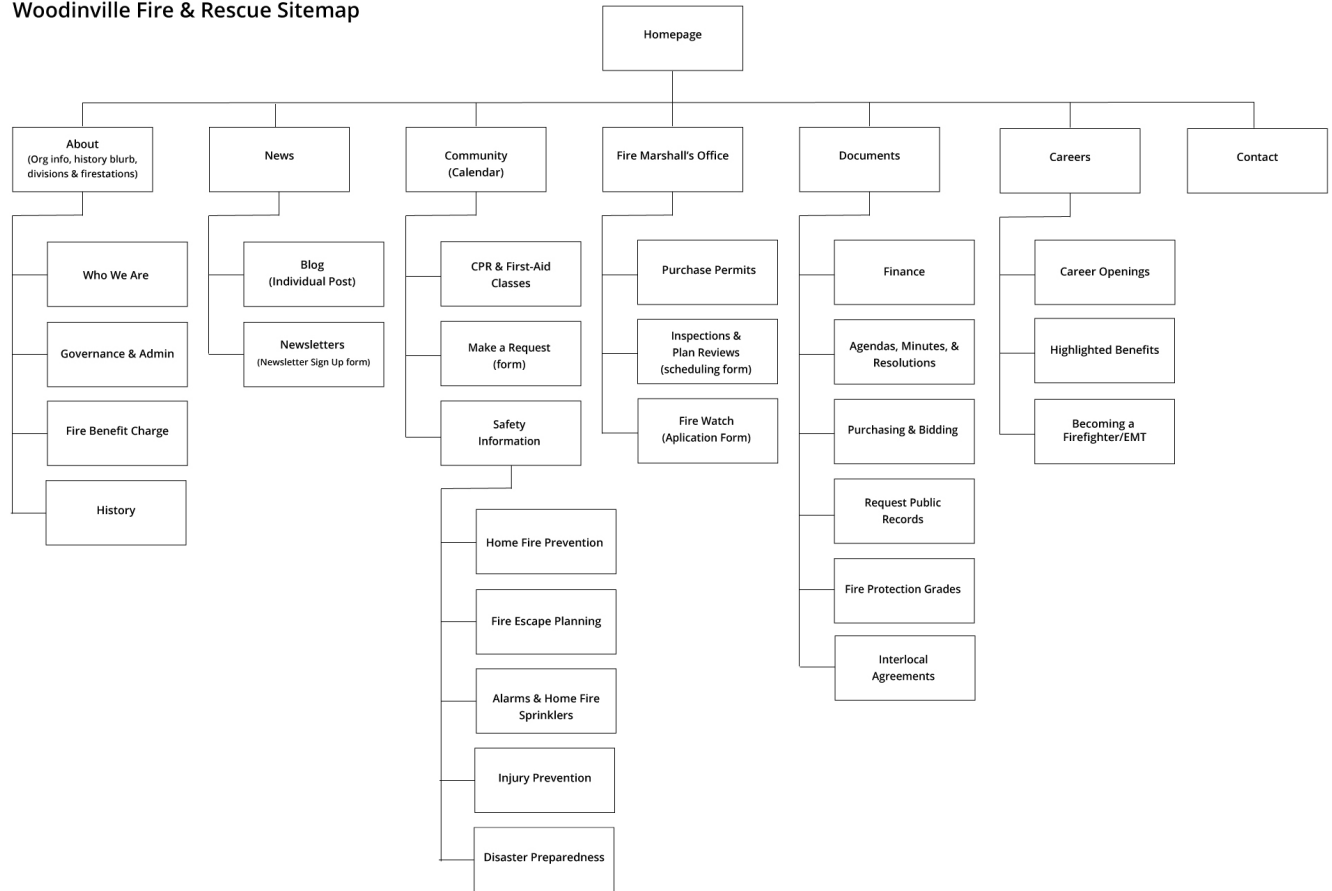
Statement of Work – September 18, 2019

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

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

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

## Woodinville Fire & Rescue Sitemap



### Footer

Privacy Policy

Web Accessibility

Opt-In Newsletter  
Sign Up Form

## Compensation

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

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

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

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

## Technical Requirements

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

### WordPress Platform – Free

<https://wordpress.org>

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

### WP Engine Hosting - \$35/month

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

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

### SSL Certificate – Free (included with WP Engine Hosting)

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

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

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

**Yoast SEO** – Free for basic features.

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

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

**Google Language Translator** – Free

<https://gtranslate.io>

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

**Stache Themes Event Calendar** – \$49

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

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

**Calculated Fields Form** – Free

<https://cff.dwbooster.com>

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

**InstaShow – WordPress Instagram Gallery** – \$39

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

WordPress Instagram feed for creating beautiful galleries of Instagram images.

**WP Job Manager** – Free for Basic version

<https://wpjobmanager.com>

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

**Gravity Forms** – \$50/year

<https://www.gravityforms.com>

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

**WCAG 2.0 Form Fields for Gravity Forms** – Free

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

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

**Gravity PDF** – Free

<https://gravitypdf.com>

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

## **Gravity Forms Address Autocomplete – \$13**

[https://codecanyon.net/item/gravity-forms-address-autocomplete/16361484?s\\_rank=6](https://codecanyon.net/item/gravity-forms-address-autocomplete/16361484?s_rank=6)

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

## **Gravity Perks – \$129 for 3 add-ons**

<https://gravitywiz.com>

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

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

## Terms

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

## Optional Services

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

### **Additional Pages & Content**

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

### **Technical Copywriting**

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

## Website Maintenance

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

## Items Needed from WFR

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

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

## Website Project Questionnaire

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

## Website Copy

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

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

## Style Assets

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

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



# Woodinville Fire & Rescue



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

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DATE: November 5, 2019

TO: Roger Collins, Chair  
Board of Fire Commissioners

FROM: Joan Montegary, Chief Administrative Officer *JBM*

SUBJECT: **Staff Report 19-026**  
**Policy Adoption**  
**Policy 3301, Earthquake Emergency (Adoption)**  
**Manual of Operations Section 500-3.1, Earthquake Procedures (Deletion)**

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### **Background**

Your packet contains the above-referenced policy and corresponding Resolution for approval and adoption by the Board.

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

### **Requested Action**

Staff requests that the Board adopt Resolution 2019-13, included in your packet, which adopts the new policy. The Resolution is detailed in the proposed motion at the end of this memorandum. Additionally, Staff requests that the Board move to delete section 500-3.1 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 2019-13, A Resolution Adopting Policy No. 3301, Earthquake Emergency. Additionally, I move that the Board of Fire Commissions delete Manual of Operations sections 500-3.1, Earthquake Procedures.

# **Woodinville Fire & Rescue**

## **Policy/Procedure/Practice**

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<b>Subject:</b>	<b>Earthquake Emergency</b>	<b>Number:</b>	<b>3301</b>
<b>Effective Date:</b>	<b>January 1, 2020</b>	<b>Revision Date:</b>	

### **1.0 Policy Statement**

- 1.1. It is the policy of Woodinville Fire & Rescue (the “District”) to provide emergency response in the event of an earthquake, ensuring the greatest good for the greatest number of people.
- 1.2. In the event of an earthquake, this policy shall be partially or fully implemented as necessary to provide for the safety of the public and fire personnel, and provide emergency organization, response, communications, and record keeping.

### **2.0 Applicability and Scope**

- 2.1. This policy applies to all employees and volunteers of the District and responsibilities will vary depending on position.

### **3.0 Responsibility**

- 3.1. It is the responsibility of the Fire Chief, or his/her designee, to coordinate the District efforts upon the establishment of the Emergency Operations Center (EOC).
- 3.2. It is the responsibility of the Deputy Chief of Response Operations to ensure this policy remains current with the District’s other emergency response policies, Norcom, King County Office of Emergency Management, and King County Model Procedures.
- 3.3. It is the responsibility of the Duty Chief (B131) to determine the magnitude of the event and coordinate initial emergency response operations. B131 shall be the initial Incident Commander for the District.
- 3.4. It is the responsibility of each Company Officer to ensure personnel safety, perform assigned tasks (prioritizing windshield survey over response), and provide needed information to B131.

- 3.5. It is the responsibility of the Training Officer to coordinate and/or provide the required training and ensuring all personnel are qualified for the tasks assigned.
- 3.6. It is the responsibility of all employees to only perform tasks for which they are trained, qualified, and equipped to handle.

#### **4.0 Procedures**

##### **4.1. Definitions:**

- 4.1.1. Windshield Survey: A rapid recon of the District to determine the status of buildings, roads, and infrastructure (pipeline, utilities, bridges, etc.) with a completion goal of 45 minutes.
- 4.1.2. Department Operations Center (DOC): Command post for the District located in the Battalion Chief's office at Station 31 or in Battalion 131 if the station is not habitable.
- 4.1.3. Minor Earthquake: An earthquake that causes no obvious damage other than minor displacement of small items. No disruption of communications has occurred and normal operations are maintained.
- 4.1.4. Moderate Earthquake: An earthquake which results in minor damage but limited structural damage. Temporary disruption of communications may have occurred, and an increase in emergency operations has been experienced.
- 4.1.5. Major Earthquake: An earthquake which results in moderate to severe damage, including obvious structural damage. Disruption to communications has likely occurred, operations are significantly increased, and the likelihood of outside resources is limited.

##### **4.2. Prior to Event (E)**

- 4.2.1. The District shall annually fill a committee with four members, consisting of one member from each position: firefighter, company officer, battalion chief, and command staff. This committee shall meet at least quarterly each year and review the preparedness level of the District as well as the relevance of both this document and the King County Model Procedures. This committee shall make recommendations to the Fire Chief or his/her designee prior to July 1<sup>st</sup> of each year in the form of a work plan.

4.2.2. Provide annual on-duty refresher training to all personnel to include:

- 4.2.2.1. Windshield survey, including updating survey information
- 4.2.2.2. EOC and DOC set-up and functioning, including City personnel
- 4.2.2.3. Policy review
- 4.2.2.4. Disaster Alert and Notification Information form update
- 4.2.2.5. Emergency fueling procedure review

4.3. First hour (E+1)

4.3.1. All Personnel:

- 4.3.1.1. Check status of co-workers, equipment, and station
- 4.3.1.2. Secure station and equipment
- 4.3.1.3. Check on immediate family; family may come to station only in extreme emergency

4.3.2. Company Officer:

- 4.3.2.1. Review checklists (Forms 3301-A, B and C); windshield survey process (Forms 3301-D, E, F, G, H and I); and communications matrix (Form 3301-J).
- 4.3.2.2. If B131 is incapacitated or not available, the Company Officer at Station 31 will assume B131 responsibilities, until relieved.
- 4.3.2.3. Report status of crew and station to B131.
- 4.3.2.4. Conduct windshield survey. The windshield survey is a priority over emergency response.
  - 4.3.2.4.1 Only stop for immediate life safety issues that can be quickly handled.
- 4.3.2.5. During windshield survey, report to DOC (B131) when:
  - 4.3.2.5.1 Stopping to assist
  - 4.3.2.5.2 Encountering major issues

4.3.2.5.3 Completing each route

4.3.2.5.4 Available for response

4.3.3. Duty Chief (B131):

4.3.3.1. Review Duty Chief Checklist (Form 3301-C).

4.3.3.2. Conduct roll call of all crews and determine status of all stations.

4.3.3.3. Initiate windshield surveys (Forms 3301-D, E, F, G, H and I).

4.3.3.4. Contact NORCOM and confirm Disaster Mode (default).

4.3.3.4.1 All units OOS for Windshield Survey.

4.3.3.4.2 If Disaster Mode, Priority 0 will be dispatched (CPR); priority 1 -3 calls will be held until windshield surveys complete then dispatched; all other calls to emergency resource printer.

4.3.3.5. Callbacks expected for all earthquakes that initiate duck/cover/hold at stations: Staff, General, and Admin.

4.3.3.5.1 Define timeframe to report (*i.e.*, within 60 min.)

4.3.3.5.2 Goal: 25 to 30 personnel – 2 shifts

4.3.3.5.3 If no recall needed, send page within 30 minutes of event.

4.3.3.6. Confirm status of Communications

4.3.3.6.1 See Communications Matrix (Form 3301-J).

4.3.3.6.2 Use FTAC 5 for communications if 800 MHz working, WFD ADM is also available.

4.3.3.6.3 Consider use of Woodinville Emergency Communication Team (WECT).

4.3.4. Off-duty personnel:

4.3.4.1. Confirm safety of family and home.

4.3.4.2. After family is safe:

- 4.3.4.2.1 If major earthquake in the Woodinville area, report to assigned fire station if within 60 minutes response (normal travel times) or per callback notification.
- 4.3.4.2.2 If greater than 60 minutes response, **text** DOC (B131) to report availability (206-755-0223).
- 4.3.4.2.3 If minor or moderate earthquake, instructions to be sent via text and/or email by B131. If no text or email 30 minutes post-event, contact DOC for direction.

4.4. First 4 hours (E+4)

- 4.4.1. Conduct a rapid assessment of the District (Windshield Survey – triage) to determine the magnitude of the event upon the District – first priority.
- 4.4.2. Direct and assist **immediate life-saving rescue** operations within the District – highest response priority.
- 4.4.3. Direct fire suppression for existing structure fires and anticipate fire spread within the District.
- 4.4.4. Respond to other needs within the District to stabilize community loss, including emergency medical services, search and rescue, hazardous materials release, and utility issues (water, gas, power).
- 4.4.5. Seek assistance from non-fire agencies for infrastructure related problems to manage workload on fire personnel: Woodinville Water, Williams Pipeline, City Public Works, PSE, etc.
- 4.4.6. Activate the EOC, as needed, by incoming Chief Officers.
  - 4.4.6.1. Contact the City of Woodinville (the “City”), notifying of EOC availability and status.
    - 4.4.6.1.1 Station 31 training room is the designated Local EOC for the City.
    - 4.4.6.1.2 If Station 31 is not available for EOC, City Hall Council Chambers are the designated back-up Local EOC.



- 4.4.6.2. Contact King County Office of Emergency Management (KC OEM) to provide status and request regional situation report.
    - 4.4.6.3. Contact families of on-duty personnel to confirm status, if not previously contacted.
  - 4.4.7. Determine what, if any, District resources are available for needs within the Zone and regionally.
- 4.5. First 12 hours (E+12)
  - 4.5.1. Complete a needs assessment of the District and City, identifying areas affected, major incidents, and operational status of critical services.
  - 4.5.2. Develop Incident Action Plan for the next operational period. Consider 12-hour operational periods.
  - 4.5.3. Develop a consolidated situation assessment of the District, defining both City and District specific situations. Assist the City with declaring a state of emergency (if necessary).
  - 4.5.4. Initiate a regular status reporting and resource requesting process between major incident commands (if established), District EOC, and KC OEM (if operational).
  - 4.5.5. Provide regular updates to local agencies on infrastructure issues, blocked roads, broken pipeline, etc. that are discovered by fire personnel.
- 4.6. Through 24 hours (E+24)
  - 4.6.1. Develop plan for rotation of on-duty personnel.
  - 4.6.2. Concentrate the City and District emergency management efforts for supporting ongoing on-scene incident management at major incidents, reinforcing the logistical support being requested.
  - 4.6.3. Coordinate with Woodinville Water District on availability of water for emergency operations and drinking water.
  - 4.6.4. Coordinate the receipt and deployment of incoming resources to prioritized missions.
  - 4.6.5. Designate staging areas and begin planning to accommodate support personnel.

- 4.6.6. Ensure that an adequate system is in place to fuel and maintain generators providing power to critical facilities.
- 4.7. Through 48 hours (E+48)
  - 4.7.1. Stabilize support for affected areas and forecast potential resource requirements.
  - 4.7.2. Process ongoing logistical resource requests for emergency services and mutual aid needs to support incident management.
  - 4.7.3. Community Risk Reduction staff to assist the City with advanced damage assessment of buildings identified as “damaged” to determine if occupancy is allowed.
  - 4.7.4. Develop plans for long-term needs and/or returning to normal operations.

## 5.0 Reference

- 5.1. RCW 52.14.100 – Meetings, powers and duties of the Board
- 5.2. Incident Command Systems (ICS) procedures.
- 5.3. King County Model Procedures
- 5.4. Emergency Operations Center (EOC) procedures
- 5.5. NORCOM policy PM 16-001 (Fire Dispatch Levels)
- 5.6. WF&R Emergency Management Plan - N500-2.1.
- 5.7. Regional Catastrophic Disaster Coordination Plan – Structural Collapse Annex Puget Sound Region
- 5.8. City of Woodinville – Emergency Management Plan
- 5.9. Woodinville Fire & Rescue Board of Fire Commissioners – Resolution 2019-13.

## 5.10. Author(s)

## 5.10.1. Originators

Name	Tony Woods
Rank	Captain
Assignment	Training & Development
Date	August 26, 2019

Name	Kerry Langan
Rank	Lieutenant
Assignment	Response Operations
Date	August 26, 2019

Name	Seth Merritt
Rank	Lieutenant
Assignment	Response Operations
Date	August 26, 2019

**6.0 Appendix**

- 6.1. Form 3301-A, Station Survey Checklist
- 6.2. Form 3301-B, Company Officer Checklist
- 6.3. Form 3301-C, Duty Chief (B131) Checklist
- 6.4. Form 3301-D, Windshield Survey, Station 31, Route #1-East Loop
  - 6.4.1. Form 3301-D, Map, Station 31, Route #1-East Loop
- 6.5. Form 3301-E, Windshield Survey, Station 31, Route #2-West Loop
  - 6.5.1. Form 3301-E, Map, Station 31, Route #2-West Loop
- 6.6. Form 3301-F, Windshield Survey, Station 33, Route #1-East Loop
  - 6.6.1. Form 3301-F, Map, Station 33, Route #1-East Loop
- 6.7. Form 3301-G, Windshield Survey, Station 33, Route #2-West Loop
  - 6.7.1. Form 3301-G, Map, Station 33, Route #2-West Loop
- 6.8. Form 3301-H, Windshield Survey, Station 35, Route #1-East Loop

6.8.1. Form 3301-H, Map, Station 35, Route #1-East Loop

6.9. Form 3301-I, Windshield Survey, Station 35, Route #2-West Loop

6.9.1. Form 3301-I, Map, Station 35, Route #2,-West Loop

6.10. Form 3301-J, Communications Matrix

## **7.0 Practice**

7.1. Station Survey

7.1.1. The station survey is an evaluation of personnel, apparatus, and the station to determine status. Company officers will determine which routes to check first - based upon day, time, and occupancy.

7.1.2. After all personnel are accounted and cared for, all apparatus will be removed from the station to a safe location (if possible).

7.1.3. Personnel are encouraged to contact their immediate family to determine their status. The goal is to identify any family needs and allow personnel to focus. Needs that are identified are forwarded to the DOC (B131).

7.1.4. If any apparatus is **not** operational, relocate equipment to other apparatus needed for emergency operations.

7.1.5. The goal is to have the personnel, apparatus, and station secured for Windshield Survey within 15 minutes post event.

7.2. Windshield Survey

7.2.1. The Windshield Survey is a rapid triage of the District to identify areas of damage and potential life-saving missions. The survey is to be completed from the main road, without going into a complex, if possible.

7.2.2. Company Officers have discretion to deviate from routes based upon day and time (*i.e.*, bypass schools during summer). Focus is to be on access routes and potential life-safety missions.

7.2.3. Company Officers shall use common sense when deciding to stop the survey to provide medical aid, rescue, or fire suppression. The Windshield Survey is critical to ensuring survival for the greatest number of people. Guideline: only stop to perform rapid life-saving operations of very short duration or incipient fires (tank water).

- 7.2.4. When windshield survey routes are blocked, crews are encouraged to find ways around to complete the survey or if blocked roads can be safely cleared, do so to complete survey.
- 7.2.5. Buildings that have collapsed or partially collapsed are to be check by the crews to determine if people are trapped. If a rapid rescue is not possible continue with Windshield Survey and notify DOC (B131).
- 7.2.6. Buildings that appear to be damage, but not collapsed, are documented and will be prioritized for a more detailed evaluation by the DOC (B131).
- 7.2.7. The goal is to have the Windshield Survey completed within 45 minutes of starting and within 60 minutes post-event.
- 7.2.8. Buildings of primary concern include assembly occupancies, multi-family residential, and large commercial.
- 7.2.9. Infrastructure needing evaluation includes major roads, bridges, and pipelines (water, natural gas, fuel).

6.1. Form 3301-A, Station Survey Checklist

**Woodinville Fire & Rescue**  
**Station Survey Checklist**

Station: \_\_\_\_\_ Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**Building Damage**

- ☐ None - Fully Operational
- ☐ Minor - Okay to occupy; some repair needed
- ☐ Structural
- ☐ Interior
- ☐ Apparatus doors
- ☐ Personnel doors
- ☐ Major - Not safe to occupy

**Utilities**

**Normal**   **Repair**   **OOS**

- |                                    |                          |                          |                          |
|------------------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> Power     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Gas       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Water     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Phone     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Internet  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Sprinkler | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Apparatus Damage**

- ☐ None - Fully operational
- ☐ Minor - Operational, but some repair needed
- ☐ Major - Not operational

**Notes:**

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## 6.2. Form 3301-B, Company Officer Checklist

**Woodinville Fire & Rescue**  
**Company Officer Checklist**

Station: \_\_\_\_\_ Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

- ☐ Assist crew members at location after event
  - ☐ Remove apparatus to a safe location
  - ☐ Communications - Monitor:
    - ☐ Dispatch 1
    - ☐ Fire Tac 5
    - ☐ Wdvl Admin
  - ☐ Complete Station Survey (Form 4401-A)
  - ☐ Confirm status of family
  - ☐ Report status of crew and station to B131
  - ☐ Conduct windshield survey (see forms and maps in Appendix B)
- Survey is a priority over emergency response. Only stop for immediate life safety issue that can be quickly handled.*
- ☐ Report windshield survey status to DOC (B131) when:
    - ☐ stopping to assist
    - ☐ you observe major issues
    - ☐ finish each route
    - ☐ you are available for response
  - ☐ Conduct operations as directed by IC

**Notes:**


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## 6.3. Form 3301-C, Duty Chief (B131) Checklist

**Woodinville Fire & Rescue****Duty Chief - B131 Checklist**

Station: \_\_\_\_\_ Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

- ☐ Assist shift members at location after event
- ☐ Remove command vehicle to a safe location
- ☐ Review Station Survey Checklist (form 4401-A)
- ☐ Establish initial Command Post (either B131 or BC office)
- ☐ Begin roll call procedures
- ☐ Initiate windshield survey (see forms and maps in Appendix B)
- ☐ Notify NORCOM of windshield survey
  - ☐ Confirm "Disaster Mode"
  - ☐ Ensure emergency resource printer is operational
  - ☐ All WF&R units OOS
- ☐ Confirm availability of training room at HQ for EOC
- ☐ Confirm status of communications (800 MHz, cell, State Ops, etc.)
- ☐ Send text/email for callback and instructions
- ☐ Initiate WECT (if needed)
- ☐ Record information from windshield survey
- ☐ Prioritize missions and assign to crews

**Notes:**


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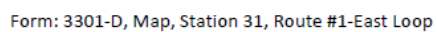
## 6.4. Form 3301-D, Windshield Survey/Map, Station 31, Route #1-East Loop

Page 1 of 2

**Woodinville Fire & Rescue**  
**Earthquake Emergency - Windshield Survey**  
**Roadway/Damage Assessment**  
**Station 31**  
**Route #1 - East Loop**

Road/Complex	Address	Open	Blocked	Unusable	Damaged	Collapse
Station 31	17718 Wdvl-Sno					
Wood-Sno from Sta. 31 to NE 200 St						
Target	13950 NE Mill Pl					
Creekside Retirement	18200 Wdvl-Sno					
Golds Gym	18600 Wdvl-Sno					
Hampton Inn	19211 Wdvl-Sno					
NE 200 St to 144 Ave NE						
Park at Woodinville	14200 NE 200 St					
Precor	20010 142 Ave NE					
144 Ave NE to NE N Wdvl Wy						
Woodinville Park North	19501 144 Ave NE					
Greenbriar Heights	18746 144 Ave NE					
NE N Wdvl Wy to 156 Ave NE						
156 Ave NE (WB) to NE Wdvl-Duval Rd						
NE Wdvl-Duval Rd to 140 Ave NE						
Woodinville Towne Center	14100 NE Wdvl-Duval Rd					
Woodinville Plaza	14101 NE Wdvl-Duval Rd					
140 Ave NE to NE 171 St						
Woodinville Methodist Church	17110 140 Ave NE					
Woodinville Medical Center	17000 140 Ave NE					

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## 6.5. Form 3301-E, Windshield Survey/Map, Station 31, Route #2-West Loop

Page 1 of 2

**Woodinville Fire & Rescue**  
**Earthquake Emergency - Windshield Survey**  
**Roadway/Damage Assessment**  
**Station 31**  
**Route #2 - West Loop**

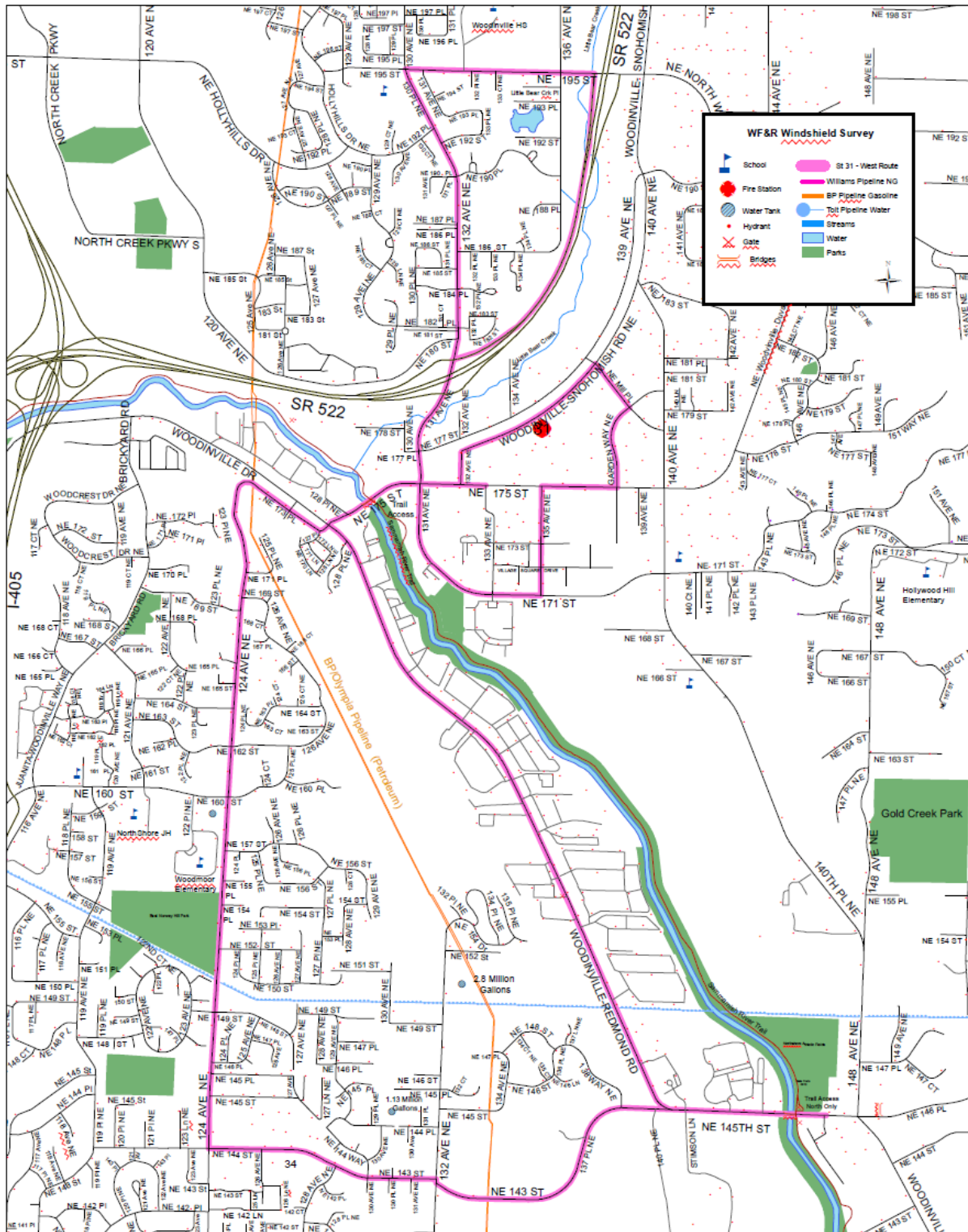
Road/Complex	Address	Open	Blocked	Unusable	Damaged	Collapse
Sta 31 to NE Mill Pl						
NE Mill Pl to Garden Way						
Haggen's Complex	17641 Garden Wy NE					
Garden Wy NE to NE 175 St						
AMC theater	17640 Garden Wy NE					
NE 175 St to 135 Ave NE						
Molbaks	13625 NE 175 St					
135 Ave NE to NE 171 St						
Woodin Creek Village	17200 135 Ave NE					
NE 171 St to NE 175 St (via 131 ave NE)						
Woodin Creek Village						
Campbell Run Apt	13305 NE 171 St					
Brittany Park	17143 133 Ave NE					
Woodinville City Hall	17301 133 Ave NE					
NE 175 St to Wdvl-Red Rd						
Bridge over Sammamish River	12900 NE 175 St					
Wdvl Corp I	12800 NE 175 St					
Woodinville-Redmond Rd to NE 145 St						
Woodinville West	16650 - 16928 Wdvl-Red					
River Front complex	16110-40 Wdvl-Red					
Chrysalis School	15900 Wdvl-Red					
Wdvl Corp II	15510-40 Wdvl-Red					
Wdvl Copr IV	15300 Wdvl-Red					
Tolt River Pipeline	15000 Wdvl-Red					
Wdvl-Corp III	15000-15100 Wdvl-Red					
Novelty Hill Winery	14710 Wdvl-Red					

Form: 3301-E, Sta 31 Windshield Survey, Rte 2 West Loop

Revised: 08/28/2019

Page 2 of 2

Road/Complex	Address	Open	Blocked	Unusable	Damaged	Collapse
Wdvl Whiskey	14509 Wdvl-Red					
NE 145 St to Sammamish River Bridge						
Ste Michelle Winery	14111 NE 145 St					
Columbia Winery	14030 NE 145 St					
Redhook Complex	14200-14400 NE 145 St					
Willows Lodge	14580 NE 145 St					
Sammamish River Bridge to 124 Ave NE						
Sammamish River Bridge	14600 NE 145 St					
124 Ave NE to Woodinville Dr						
Tolt Pipeline	15000 124 Ave NE					
Petroleum pipeline						
Woodmoor Elementary	12301 NE 160 St					
LDS Church	16500 124 Ave NE					
Power Transmission Lines	14400-18000 124 Ave NE					
Woodinville Dr to 131 Ave NE (via NE 175 St)						
131 Ave NE to NE 195 St						
131 Ave NE Bridge over SR522						
NE 195 St to SR 522 WB						
Woodinville High School	19816 136 Ave NE					
SR 522 WB to NE 175 St (via 131 Ave NE)						
522 Bridge over NE 195 St						
NE 175 St to Sta 31 (via 132 Ave)						
Civic Campus	17400 133 Ave NE					
Old School House	NE 175 St & 133 Ave NE					
Woodgate Plaza	17500 Wdvl-Sno					
Return to Sta 31						



Form: 3301-E, Map, Station 31, Route #2-West Loop



## 6.6. Form 3301-F, Windshield Survey/Map, Station 33, Route #1-East Loop

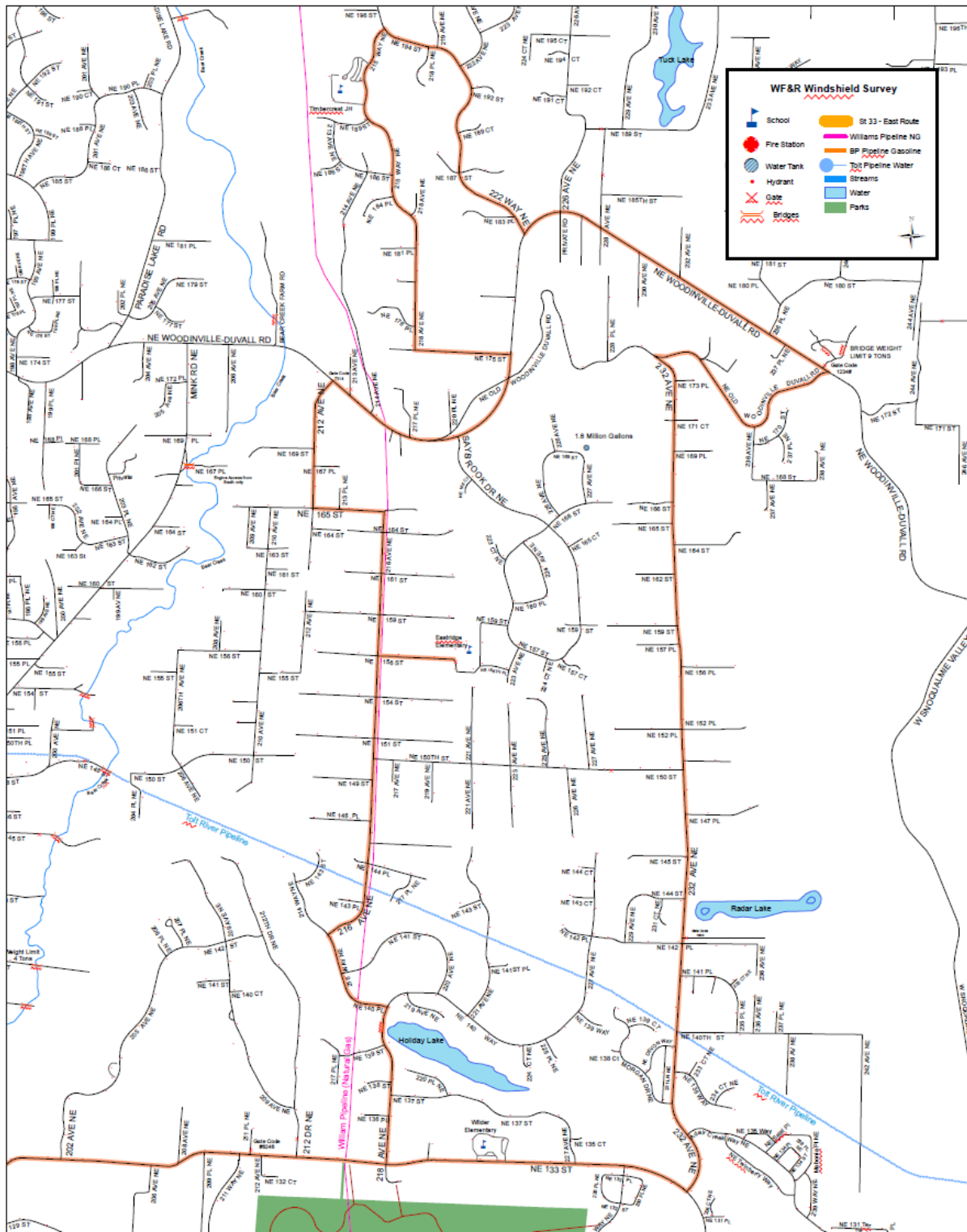
Page 1 of 1

**Woodinville Fire & Rescue**  
**Earthquake Emergency - Windshield Survey**  
**Roadway/Damage Assessment**  
**Station 33**  
**Route #1 - East Loop**

Road/Complex	Address	Open	Blocked	Unusable	Damaged	Collapse
Sta 33 to 232 Ave NE (via NE 133 St)						
Bridge over Bear Creek	19600 NE 133 St					
Wilder Elementry	22130 NE 133 St					
232 Ave NE to Old Wdvl-Duyl Rd						
Tolt Pipeline	14000 232 Ave NE					
Old Wdvl-Duyl Rd (EB) to NE Wdvl-Duyl Rd						
NE Wdvl-Duyl Rd to 222 Wy NE						
222 Wy NE to 215 Wy NE (via NE 194 St)						
215 Wy NE to Wdvl-Duyl Rd (via NE 175 St)						
Timber Crest Jr High	19115 215 Wy NE					
NE Wdvl-Duyl Rd to 212 Ave NE						
Natural Gas Pipeline	21400 NE Wdvl-Duyl Rd					
212 Ave NE to NE 156 St (via 216 Ave NE)						
Eastridge Elementry	22150 NE 156 St					
Nat Gas Pipeline	Parallel 216 Ave					
Tolt Pipeline	14300 216 Ave NE					
NE 156 St to NE 133 St (via 216 Ave NE)						
Return to Sta. 33 or next loop						

Form: 3301-F, Sta 33 Windshield Survey, Rte 1 East Loop

Revised: 08/28/2019



Form: 3301-F, Map, Station 33, Route #1-East Loop

6.7. Form 3301-G, Windshield Survey/Map, Station 33, Route #2-West Loop

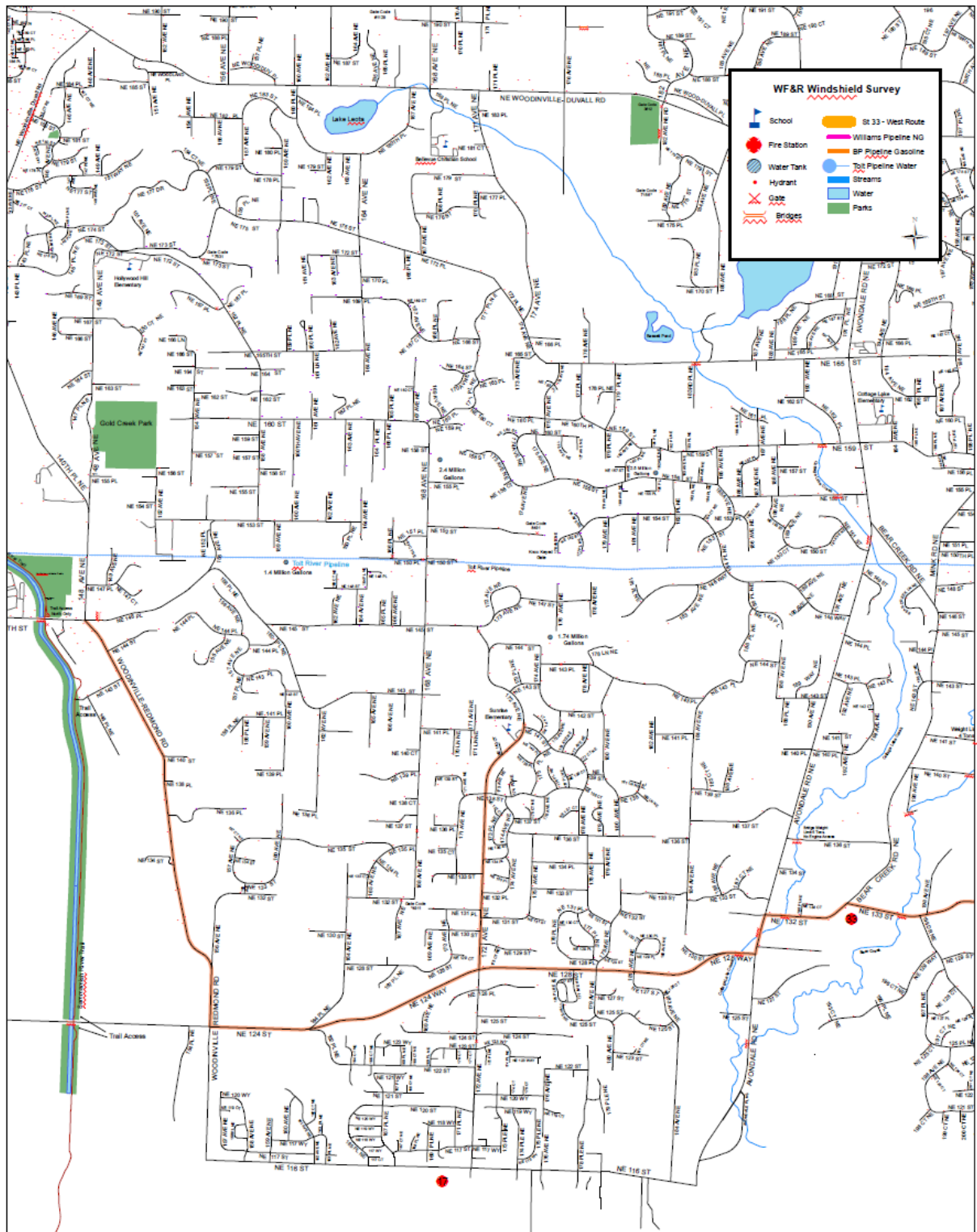
Page 1 of 1

**Woodinville Fire & Rescue**  
**Earthquake Emergency - Windshield Survey**  
**Roadway/Damage Assessment**  
**Station 33**  
**Route #2 - West Loop**

[illegible]

Form: 3301-G, Sta 33 Windshield Survey, Rte 2 West Loop

Revised: 08/28/2019



Form: 3301-G, Map, Station 33, Route #2-West Loop

## 6.8. Form 3301-H, Windshield Survey/Map, Station 35, Route #1-East Loop

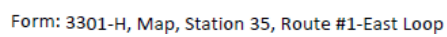
Page 1 of 1

**Woodinville Fire & Rescue**  
**Earthquake Emergency - Windshield Survey**  
**Roadway/Damage Assessment**  
**Station 35**  
**Route #1 - East Loop**

Road/Complex	Address	Open	Blocked	Unusable	Damaged	Collapse
Sta. 35 to NE Wdvl-Duyl Rd						
Sta. 35	17825 Avondale Rd					
Beak Creek Elementry	18101 Avondale Rd					
Safeway Complex	19150 NE Wdvl-Duyl Rd					
NE Wdvl-Duyl Rd to 212 Ave NE Rd						
212 Ave NE to Mink Rd						
Mink Rd NE to Bear Creek Rd						
Tolt Pipeline	15000 & Mink					
Beak Creek Rd to Avondale Rd NE (via Sta. 33)						
Bridge over Bear Creek	19200 NE 132 St					
Avondale Rd NE to NE Wdvl-Duyl Rd						
St Bartholomew Church	14821 Avondale Rd					
Tolt Pipeline	15000 & Avondale					
Cottage Lake Assembly	15737 Avondale Rd					
Cottage Lake Elementary	15940 Avondale Rd					
AFH	16400 Avondale Rd					
Bible Baptist	17010 Avondale Rd					
Wdvl Library	17105 Avondale Rd					
Return to Sta. 35 or next loop						

Form: 3301-H, Sta 35 Windshield Survey, Rte 1 East Loop

Revised: 08/28/2019





## 6.9. Form 3301-I, Windshield Survey/Map, Station 35, Route #2-West Loop

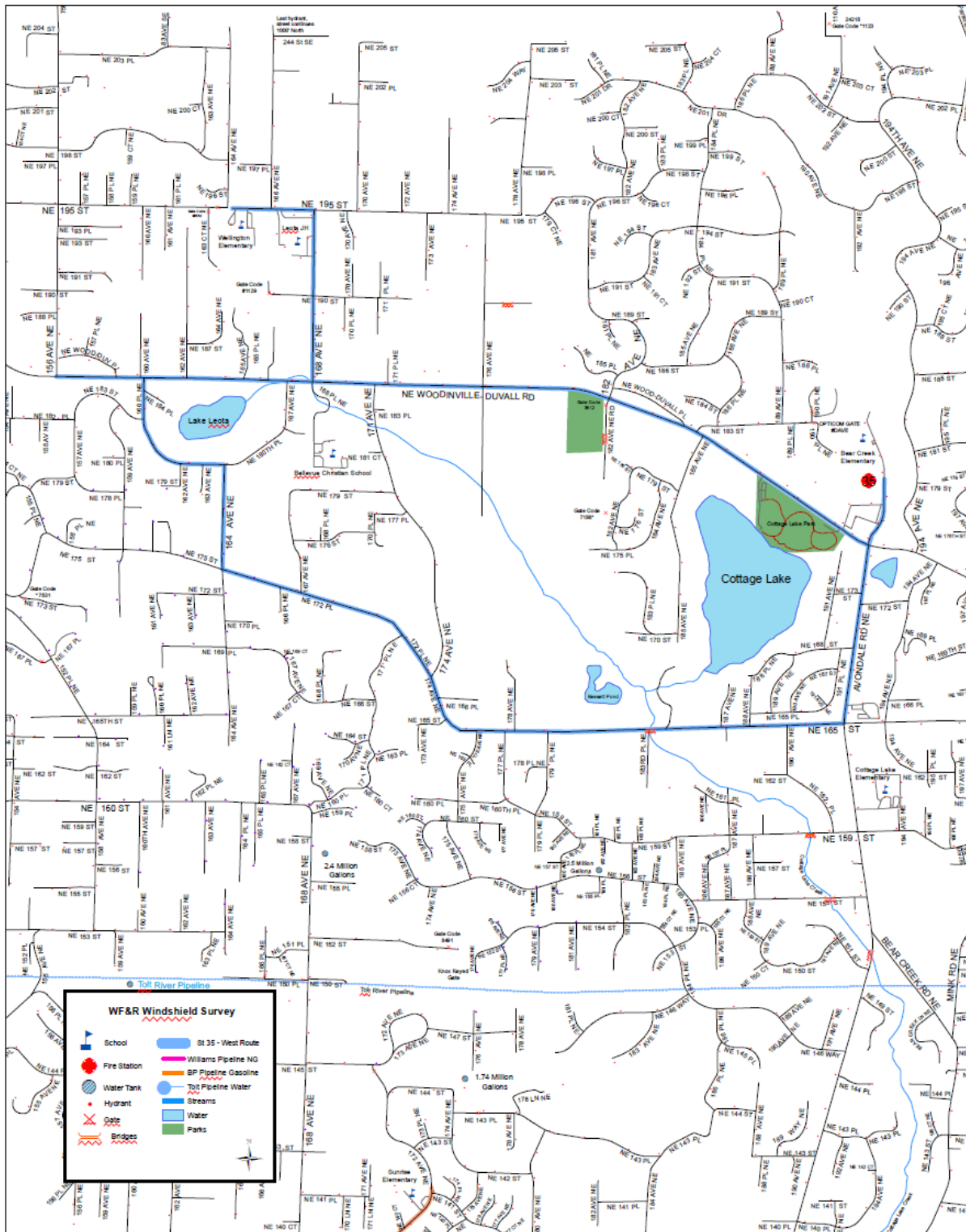
Page 1 of 1

**Woodinville Fire & Rescue**  
**Earthquake Emergency - Windshield Survey**  
**Roadway/Damage Assessment**  
**Station 35**  
**Route #2 - West Loop**

Road/Complex	Address	Open	Blocked	Unusable	Damaged	Collapse
NE Wdvl-Duyl Rd to 168 Ave NE						
LDS Church	18860 NE Wdvl-Duyl Rd					
Cottage Lake Presbyterian	18350 NE Wdvl-Duyl Rd					
Woodinville Water District	17238 NE Wdvl-Duyl Rd					
168 Ave NE to NE 195 ST						
Northshore United Church	18900 168 Ave NE					
Leota Jr High	19301 168 Ave NE					
NE 195 St to Wellington Elementry						
Wellington Elementry	16501 NE 195 St					
Wellington Elementry to NE Wdvl-Duyl Rd						
Bellevue Christian	18300 168 Ave NE					
NE Wdvl Rd to 156 Ave NE						
156 Ave NE to 160 Ave NE (via W/D)						
160 Ave NE to NE 172 Pl (via 164 Ave NE)						
AFH	17138 164 Ave NE					
NE 172 Pl to Avondale (via NE 165 St)						
AFH	17106 NE 172 Pl					
Return to Sta. 35 or next loop						

Form: 3301-I, Sta 35 Windshield Survey, Rte 2 West Loop

Revised: 08/28/2019



Form: 3301-I, Map, Station 35, Route #2-West Loop



6.10. Form 3301-J, Communications Matrix

**Woodinville Fire & Rescue**  
**Communications Matrix**

**Priority Order**

- 1 800 MHz
  - a FDISP - 1
  - b FTAC - 5
  - c WFD-ADM
  - d ST OPS 1
- 2 Cell phone
- 3 Telephone - hardline (ST OPS 1 to nearest station, then phone)
- 4 BK radios
- 5 WECT - Ham radio
- 6 Email
- 7 Runners

**Future**

Iridium phone



**WOODINVILLE FIRE & RESCUE  
RESOLUTION NO. 2019-13**

**A RESOLUTION ADOPTING POLICY NO 3301,  
EARTHQUAKE EMERGENCY**

---

**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 reviewed the policy and had no suggested changes to the policy.

**NOW, THEREFORE**, it is resolved that the Board of Fire Commissioners of the District has adopted Policy 3301, Earthquake Emergency, and that the content of the paragraphs shown below shall become the policy segment of said policy.

***Policy Section 3301, Earthquake Emergency***

**1.0 Policy Statement**

- 1.1. It is the policy of Woodinville Fire & Rescue (the “District”) to provide emergency response in the event of an earthquake, ensuring the greatest good for the greatest number of people.
- 1.2. In the event of an earthquake, this policy shall be partially or fully implemented as necessary to provide for the safety of the public and fire personnel, and provide emergency organization, response, communications, and record keeping.

**ADOPTED AT A REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS OF WOODINVILLE  
FIRE & RESCUE THIS 5<sup>th</sup> day of November, 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  
RESOLUTION NO. 2019-13**

**A RESOLUTION ADOPTING POLICY NO 3301,  
EARTHQUAKE EMERGENCY**

---

**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 reviewed the policy and had no suggested changes to the policy.

**NOW, THEREFORE**, it is resolved that the Board of Fire Commissioners of the District has adopted Policy 3301, Earthquake Emergency, and that the content of the paragraphs shown below shall become the policy segment of said policy.

***Policy Section 3301, Earthquake Emergency***

**1.0 Policy Statement**

- 1.1. It is the policy of Woodinville Fire & Rescue (the "District") to provide emergency response in the event of an earthquake, ensuring the greatest good for the greatest number of people.
- 1.2. In the event of an earthquake, this policy shall be partially or fully implemented as necessary to provide for the safety of the public and fire personnel, and provide emergency organization, response, communications, and record keeping.

ADOPTED AT A REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS OF WOODINVILLE  
FIRE & RESCUE THIS 5<sup>th</sup> day of November, 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  
RESOLUTION NO. 2019-14**

**2020 FIRE BENEFIT CHARGE**

A resolution of the Board of Fire Commissioners of Woodinville Fire & Rescue imposing a fire benefit charge on personal property and improvements to real property within the District for calendar year 2020

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**RECITALS**

**WHEREAS**, the Board of Fire Commissioners of a fire district may, by resolution, for fire protection district purposes authorize by law, fix and impose a benefit charge on personal property and improvements to real property which are located within the fire protection district on the date specified, and which have or will receive benefits provided by the fire protection district, to be paid by the owners of the property; and

**WHEREAS**, in 2019, the voters of Woodinville Fire & Rescue (the "District") authorized the imposition of a benefit charge for a period of six (6) years, 2020 through 2025; and

**WHEREAS**, pursuant to RCW 52.18.060(2), a public hearing was held on October 22, 2019; and

**WHEREAS**, the Board of Fire Commissioners (the "Board") of Woodinville Fire & Rescue (the "District") has met and considered the District budget for the calendar year 2020; and

**WHEREAS**, the District's benefit charge amount from the previous year was \$6,572,663; and

**WHEREAS**, at the conclusion of the public hearing on October 22, 2019, and after deliberations held thereafter, the District's Board of Fire Commissioners determined it necessary to impose a fire benefit charge on personal property and improvements to real property within the District for fiscal year 2020.

**NOW, THEREFORE**, it is resolved by the Board of Fire Commissioners for Woodinville Fire & Rescue:

1. That fire benefit charges take into consideration the insurance savings resulting from the provision of benefits by the District, the amount of fire protection required by the property and the special services provided to the properties by the District.

2. That the Board determined that the methodology used to calculate the fire benefit charges reasonably takes into consideration the facts and circumstances of each property for which a fire benefit charge is imposed and each individual fire benefit charge is reasonably proportioned to the measurable benefits to the property resulting from the services afforded by the District.
3. That the amount of the benefit charge to be collected in 2020 is hereby established to not exceed **\$6,956,565**.
4. That as part of the 2020 budget adoption, an increase in the proposed aggregate fire benefit charge is hereby authorized for 2020 in the amount of \$383,902 which is a percentage increase of approximately 5.84 percent from the previous year.
5. That the proposed benefit charge will be imposed on the affected properties beginning January 1, 2020.
6. That the property owners will be notified, in writing, of the amount of the benefit charge to be imposed on their property prior to the implementation of the provisions of RCW 52.18.070 establishing a Benefit Charge Review Board.

**ADOPTED AT A REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS OF**

**WOODINVILLE FIRE & RESCUE THIS 5<sup>th</sup> DAY OF NOVEMBER, 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 M. Frisch, Board Secretary



**WOODINVILLE FIRE & RESCUE  
RESOLUTION NO. 2019-15**

**2020 PROPERTY TAX INCREASE,  
PROPERTY TAX LEVY AND  
BUDGET ADOPTION**

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**RECITALS**

**WHEREAS**, the Board of Fire Commissioners (the "Board") of Woodinville Fire & Rescue (the "District") met and considered the District budget for the calendar year 2020; and

**WHEREAS**, the Board has properly given notice of the public hearing held on October 22, 2019 to consider the District's current expense budget for the 2020 calendar year pursuant to RCW 84.55.120; and

**WHEREAS**, the Board, after the public hearing and after duly considering all relevant evidence and testimony presented, has determined that the District requires an increase in property tax revenue from the previous year, in addition to the increase resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the District and in its best interest; and

**WHEREAS**, the County Assessor has notified the District that the assessed valuation of real properties lying within the boundaries of the District for the assessment year 2019 and tax year 2020 is estimated to be \$11,757,607,074; and

**WHEREAS**, the District's actual levy amount from the previous year was \$8,594,554; and

**WHEREAS**, the population within the District is more than 10,000;

**NOW, THEREFORE**, it is resolved by the Board of Fire Commissioners for Woodinville Fire & Rescue, after hearing and duly considering all relevant evidence and testimony presented:

1. That the Honorable County Council of King County, Washington, be and is hereby requested to make a levy for said Woodinville Fire & Rescue (King County Fire Protection District #36) totaling **\$8,798,962**.
2. This amount includes an increase in property tax revenue from the previous year and amounts resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property and amounts

authorized by law as a result of any annexation that have occurred and \$11,416 in refunds made.

3. That under RCW 84.55.120 and as part of the 2020 budget adoption, an increase in the regular property tax levy is hereby authorized. The dollar amount of the increase over the actual levy amount from the previous year shall be **\$67,005**, which is a percentage increase of **.78** percent from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and \$11,416 in refunds made.
4. That as part of the 2020 budget adoption, the Board has determined it necessary to impose a fire benefit charge in the amount of **\$6,956,231** on personal property and improvements to real property within the District for fiscal year 2020.
5. That the Board hereby adopts the District's total budget for 2020 in the amount of \$16,524,473, as follows:

a. Operating Expenses	\$14,774,473
b. Reserves	\$1,750,000
6. That the District's 2020 budget package, which will be posted on the District's website at [www.wf-r.org](http://www.wf-r.org) , includes a five-year forecast and financial statements for each of the District's five funds – Expense Fund, Benefit Charge Fund, Reserve Fund, Benefit Liability Reserve Fund and Capital Project Fund.

**ADOPTED AT A REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS OF**

**WOODINVILLE FIRE & RESCUE THIS 5th DAY OF NOVEMBER, 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 M. Frisch, Board Secretary

# Woodinville Fire & Rescue



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

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DATE: November 5, 2019  
TO: Roger Collins, Chair  
Board of Fire Commissioners  
FROM: Gregory Ahearn, Fire Chief *GAA*  
SUBJECT: Fire Chief's Report – November 5, 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 315 incidents since your last regular meeting on October 1, 2019. I'm pleased to report there were no significant incidents.

#### Budget

With the exception of the response operations overtime budget, staff currently has no concerns with the 2019 budget. Staff will continue to monitor the overtime budget closely. The budget report for the period ending September 30, 2019 is attached for your review.

#### Personnel

We have one firefighter offline due to a non-duty related injury.

#### PTSD/PTSI

I had a question from one of the Board members regarding what programs the District has in place to support employees who might be experiencing PTSD/PTSI. The State Fire Chiefs, King County Fire Chiefs, the IAFF and the WSCFF have all been focusing on mental health in the public safety arena for many years. In addition to the District's Employee Assistance Program, the District has a PEER Support Team consisting of 6 members who have gone through special training to assist members of the department by connecting them with the appropriate resources. Battalion Chief Garat is leading this effort on the District's behalf. BC Garat is working with other team leaders from Zone 1 and Zone 3 to continually enhance the programs

in the region. We are also partnering with Zone 3 with an online platform that has numerous resources available, specifically for those members who prefer to contact someone outside of the organization for support. I am certainly open to suggestions on how we can enhance our program

### **Training**

Effective January 1, 2020 Lieutenant Eason will be our next Captain assigned to Training. DC Wallgren is overseeing the transition between Captain Woods and Lieutenant Eason.

Last week, the District hosted an ICS 300 class. We had 8 Lieutenants and Acting Lieutenants take the course. We also had two personnel successfully complete their Hazardous Materials Technician course.

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

The 3 new Aid Cars are on schedule to be delivered to the District the week of December 16. Under the direction of DC Wallgren, the Specification Committee is busy developing the onboarding plan.

### **Regionalization Discussions**

The subcommittee met on October 30 at Northshore Fire Station #51. The Chiefs reported out on some 2020 data that was requested. The sub committee representatives will be reporting out to their respective Boards on where to go from here.

### **North King County Training Consortium (NKCTC)**

Planning is ongoing and progress is being made. A draft ILA is being circulated and job descriptions are being finalized. There are still a few items to be worked through with each respective Local.

### **Community Relations**

CSO Breault and Firefighters Mach and Kapfer attended career fairs at Woodinville and Inglemoor High Schools. 19 people expressed they would be interested in learning more about a career in the fire service. Based on the feedback, CSO Breault is in the planning stages for hosting an Open House for those interested in the fire and EMS field.

Roger Collins, Chair  
Board of Fire Commissioners  
November 5, 2019  
Page 3 of 3

Planning is being finalized for hosting the November Woodinville Chamber of Commerce Luncheon meeting at Station #31 on November 21. Please contact Nicole if you would like to attend.

Save the date! The District will be holding our annual awards recognition night on Saturday, February 15, 2020 at the Wheelhouse (new venue at the old Red Hook facility).

GSA/nmf  
*Attachment*

**Woodinville Fire & Rescue**  
 Budget Performance Report  
 For the month ended September 30, 2019

**Cash/Investment Balances by Fund**

Cash/Investment Balance	Expense Fund	Benefit Charge Fund	Capital Project Fund	Reserve Fund	Benefit Liability Reserve Fund	Total All Funds
September 30, 2019	\$5,627,045	\$0	\$18,874	\$9,301,344	\$1,183,928	\$16,131,190
December 31, 2018	\$7,132,960	\$0	\$14,241	\$8,970,005	\$1,162,459	\$17,279,664
Dollar Increase (Decrease)	(\$1,505,915)	\$0	\$4,633	\$331,339	\$21,469	(\$1,148,474)
Percentage Increase (Decrease)	(21.1%)	.0%	32.5%	3.7%	1.8%	(6.6%)

For historical reference, 2014 through 2017 year-end cash/investment balances are shown below.

	Expense Fund	Benefit Charge Fund	Capital Project Fund	Reserve Fund	Benefit Liability Reserve Fund	Total All Funds
December 31, 2017	\$5,934,376	\$0	\$32,394	\$8,731,037	\$1,833,195	\$16,530,200
December 31, 2016	\$6,241,472	\$0	\$152,400	\$6,044,333	\$1,840,426	\$14,278,630
December 31, 2015	\$6,259,296	\$0	\$45,757	\$6,112,220	\$1,639,148	\$14,056,421
December 31, 2014	\$5,592,143	\$0	\$146,252	\$4,091,968	\$1,488,521	\$11,318,884

**Woodinville Fire & Rescue**  
**Budget Performance Report**  
For the month ended September 30, 2019

**Expense Fund - YTD Financial Statement**

Budget Performance by Fund	2019 Annual Budget	2019 YTD Actual	Fav/(Unfav) vs. Budget	
			Dollars	Percent
<b>Revenues</b>				
Cash Balance - Beginning of year	\$7,132,960	\$7,132,960	\$0	0.0%
<b>Current Year Revenues</b>				
Property Tax	\$8,594,571	4,767,242	(\$3,827,329)	-44.5%
EMS	\$594,280	\$594,280	\$0	0.0%
BLS Core - CMT Program			\$0	#DIV/0!
Permit/Plan Review Fees	\$100,000	77,538	(\$22,462)	-22.5%
Miscellaneous Other	\$75,000	\$419,446	\$344,446	459.3%
<b>Inter-Fund Transfers - IN</b>				
Benefit Charge Fund	\$6,572,663	\$3,636,798	(\$2,935,865)	-44.7%
Reserve Fund		\$14,000	\$14,000	
<b>Total Current Year Revenue</b>	<b>\$15,936,514</b>	<b>\$9,509,304</b>	<b>(\$6,427,210)</b>	<b>-40.3%</b>
<b>Total Resources (BFB + Revenue)</b>	<b>\$23,069,474</b>	<b>\$16,642,264</b>	<b>(\$6,427,210)</b>	<b>-27.9%</b>
<b>Expenditures</b>				
Salaries & Wages	\$7,245,660	\$5,102,549	\$2,143,111	29.6%
Benefits	\$3,429,561	\$2,581,069	\$848,492	24.7%
Overtime - Operations	\$907,644	\$692,000	\$215,644	23.8%
Overtime - Training & Admin	\$252,130	\$123,650	\$128,480	51.0%
Office & Operating Supplies	\$192,590	\$93,633	\$98,957	51.4%
Vehicle Maintenance & Fuel	\$236,000	\$169,290	\$66,710	28.3%
Small Tools & Equipment	\$190,088	\$92,761	\$97,327	51.2%
Elections & Info	\$60,000	\$0	\$60,000	100.0%
Professional Services	\$233,625	\$97,518	\$136,107	58.3%
Communications & Dispatch	\$283,139	\$197,453	\$85,686	30.3%
Travel	\$59,375	\$55,515	\$3,860	6.5%
Training & Education	\$267,844	\$52,587	\$215,257	80.4%
Advertising	\$6,850	\$7,406	(\$556)	-8.1%
Leases, Insurance, Water/Utilities, etc.	\$216,320	\$146,756	\$69,564	32.2%
Repair & Maintenance	\$375,484	\$131,771	\$243,713	64.9%
Miscellaneous Other	\$182,605	\$29,151	\$153,455	84.0%
Intergovernmental Services	\$94,130	\$85,154	\$8,976	9.5%
<b>Sub-total (not incl. Intra-fund transfers)</b>	<b>\$14,233,045</b>	<b>\$9,658,263</b>	<b>\$4,574,783</b>	<b>32.1%</b>



**Woodinville Fire & Rescue**  
 Budget Performance Report  
 For the month ended September 30, 2019

**Expense Fund - YTD Financial Statement**

Budget Performance by Fund	2019 Annual Budget	2019 YTD Actual	Fav/(Unfav) vs. Budget	
			Dollars	Percent
<b>Inter-Fund Transfers - OUT</b>				
Benefit Liability Reserve Fund		\$2,196	(\$2,196)	#DIV/0!
Capital Fund	\$298,831	\$14,000	\$284,831	95.3%
Reserve Fund	\$1,600,000	\$1,340,760	\$259,240	16.2%
<b>Total Expenditures</b>	<b>\$16,131,876</b>	<b>\$11,015,219</b>	<b>\$5,116,657</b>	<b>31.7%</b>
<b>Current Year Resources less Expenditures</b>	<b>(\$195,362)</b>	<b>(\$1,505,915)</b>		
<b>Cash Balance - End of Month</b>	<b>\$6,937,598</b>	<b>\$5,627,045</b>	<b>(\$1,310,553)</b>	<b>-18.9%</b>
<b>Total Expenditures &amp; EFB</b>	<b>\$23,069,474</b>	<b>\$16,642,264</b>	<b>(6,427,210)</b>	<b>-27.9%</b>



## 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: November 5, 2019

Approved for payment:

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

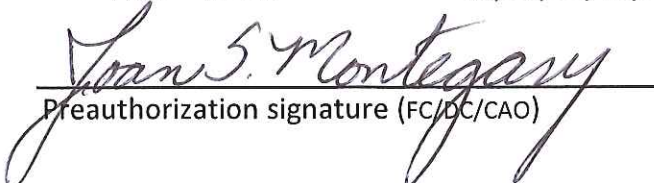
  
\_\_\_\_\_  
Commissioner, Position 2

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

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

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

Reference #	ACH Request Date(s):	Total ACH Requests
ACH 19-20	10/21/19, 10/24/19, 10/25/19	\$ 493,859.23

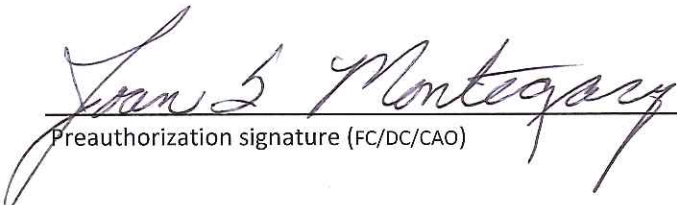
  
\_\_\_\_\_  
Preauthorization signature (FC/DC/CAO)

## US BANK SINGLEPOINT - 3629 TRANSACTIONS

Trans. Date	Paychex Cash Requirement Debits	
10/24/2019	Net Pay: Direct Deposits/Live Checks	238,223.56
10/24/2019	DSHS - WA State (garnishment)	291.52
10/25/2019	Taxpay (Soc. Sec., MC, Federal Income Tax, WAPF/ML)	50,521.15
10/24/2019	Agency Checks	118,737.54
		-
		-
		-
10/21/2019	Quarterly L&I	70,710.35
10/25/2019	PAYCHEX INVOICE	633.37
		479,117.49

Trans. Date	ACH TRANSACTIONS: TDA / DUES / BENEVOLENT FUND TEMPLATE	
10/25/2019	WDVL FF Union Dues/Assessment	4,561.23
10/25/2019	WDVL Benevolent Fund	470.00
	<b>Total Deposit</b>	<b>5,031.23</b>

<b>PAY32 TRANSACTION TOTALS</b>	<b>\$</b>	<b>484,148.72</b>
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 Preauthorization signature (FC/DC/CAO)

# ELECTRONIC PAYMENT REQUEST FORM



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

Payment Settlement Date Oct 25, 2019

## PAYMENT INFORMATION

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	DEPT OF RETIREMENT SYSTEMS						00000	
2	LEOFF & PERS	100360010			24219		00000	51,800.80
3	DCP	100360010			24219		00000	12,948.69
4							00000	
5							00000	
6							00000	
							<b>Total</b>	<b>\$64,749.49</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 CHARLENE INMAN Organization WOODINVILLE FIRE & RESCUE, KCFD #36  
Email CINMAN@WF-R.ORG Phone # 425-483-7908 Ext \_\_\_\_\_ Fax # 425-486-0361

## AUTHORIZATION

 Certification for Payment (By Authorized Signer) RCW 42.24.080

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

Signature *Joan S. Montegary* Title Chief Administrative Officer Date Oct 22, 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 Oct 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	15,671.37
3							00000	
4							00000	
5							00000	
6							00000	
							<b>Total</b>	<b>\$15,671.37</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 CHARLENE INMAN Organization WOODINVILLE FIRE & RESCUE, KCFD #36  
Email CINMAN@WF-R.ORG Phone # 425-483-7908 Ext \_\_\_\_\_ Fax # 425-486-0361

## AUTHORIZATION

 Certification for Payment (By Authorized Signer) RCW 42.24.080

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

Signature *Joan S Montegary* Title Chief Administrative Officer Date Oct 22, 2019  
Print Name Joan Montegary Phone # 425-483-7912 Email jmontegary@wf-r.org