

WOODINVILLE FIRE & RESCUE
Tuesday, June 14, 2022

REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS

Commissioner Collins called the virtual and in-person meeting to order at 5:00 p.m. Roll call was taken and was as follows:

Roll Call

Commissioner Collins (Chair)
Commissioner van Veen
Commissioner Barton
Commissioner Millman

Staff

Assistant Chief Ben Lane
Board Secretary Nicole Frisch
Deputy Chief Doug McDonald
Deputy Director Jamie Formisano
Finance Director Joan Montegary

Absent

Commissioner Halbert

Consideration and Approval of Agenda in Content and Order

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

Public Comment

None.

1. Board Rules of Procedure Discussion

Commissioner van Veen suggested adjustments to section 12.0 – Public Participation. Discussion ensued.

MOTION: Commissioner Millman moved to approve the Board Rules of Procedure as amended, including adjustments to Section 12.0 – Public Participation as discussed. The motion was seconded by Commissioner Barton. The motion passed, 4-0.

Board Chair Collins suggested updating the agenda to move the Executive Session to the end of the meeting. Discussion ensued.

MOTION: Commissioner van Veen moved to move the Executive Session to Item 5 at the end of the meeting. The motion was seconded by Commissioner Millman. The motion passed, 4-0.

2. Fire Chief Briefing (attached hereto)

Assistant Chief Lane presented the Chief Brief as attached hereto.

Commissioner Millman requested that EF&R advertise the City of Woodinville's upcoming CERT class.

Commissioner Barton requested a fire prevention update during the July meeting.

Commissioner van Veen requested an update on the recruits.

3. Consent Agenda (attached hereto)

- a. Approval of meeting minutes from the May 10, 2022 Regular Meeting
- b. Approval of Payroll Vouchers ACH 22-10 for \$7,809.41 and ACH 22-12 for \$7,541.24
- c. Approval of Vouchers for \$1,300.68 and \$874.38

MOTION: Commissioner Millman moved that the Board of Fire Commissioners approve the Consent Agenda as presented. The motion was seconded by Commissioner Barton. The motion passed, 4-0.

4. Reports and Requests from the Commissioners/Good of the Order

Commissioner Barton reported that she will be participating in the State Fire Marshal's review committee for Fire Investigators in her Commissioner capacity. She reported that she will not be seeking compensation for it. The Board agreed that the time is compensable should she choose.

Commissioner Barton reported that she saw that EF&R is closed on Monday, June 20th in recognition of Juneteenth. She extended gratitude to the EF&R Board for their recognition of this important holiday.

Commissioner Millman reported that he is on the EMS advisory committee, and the first meeting is tomorrow. The Board agreed that the time is compensable should he choose.

Commissioner Collins requested to change the July regular meeting date from Tuesday, July 12th to Tuesday, July 19th. The Board agreed with the change.

5. **Executive Session**

At 5:38 p.m., the Board moved into Executive Session for 15 minutes pursuant to RCW 42.30.110(1)(b).

At 5:53 p.m., the Board extended Executive Session for 22 minutes until 6:15 p.m.

The Board reconvened at 6:15 p.m. No action was taken.

6. **Adjournment**

MOTION: Commissioner van Veen moved to adjourn the meeting. The motion was seconded by Commissioner Millman. The motion passed, 4-0.

Board Chair Collins adjourned the meeting at 6:16 p.m.



Nicole Frisch, Board Secretary



Derek van Veen, Commissioner, Position 1



Doug Halbert, Commissioner, Position 2



Anjela Barton, Commissioner, Position 3

Mike Millman, Commissioner, Position 4



Roger Collins, Commissioner, Position 5



Woodinville Fire & Rescue

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

**Tuesday, June 14, 2022
5:00 p.m.**

The meeting will be conducted in person and virtually, via Microsoft Teams. You may join the meeting in person at the above address, or virtually using the link below to attend live:

[Click here to join the meeting](#)

To listen live, dial [+1 509-931-1382](tel:+15099311382),,287103346#

Phone Conference ID: 287 103 346#

AGENDA

Call to Order/Flag Salute/Roll Call

Approval of Agenda in Content and Order

Public Comments (Please submit public comment via email to NFrisch@esf-r.org at least one hour prior to start of meeting. Please limit comments to three minutes.)

Board Business Items

1. Board Rules of Procedure Discussion
2. Fire Chief Briefing
3. Consent Agenda
 - a. Approval of Minutes from the May 10, 2022 Regular Meeting
 - b. Approval of Payroll Vouchers
 - c. Approval of Capital and General Vouchers
4. Reports and Requests from the Commissioners/Good of the Order
5. Executive Session pursuant to RCW 42.30.110(1)(b); to consider the selection of a site or the acquisition of real estate by lease or purchase.
6. Adjournment



BOARD OF FIRE COMMISSIONERS RULES OF PROCEDURE

ADOPTED [July 13, 2021](#)~~2022~~
By RESOLUTION [2021-02](#)

Woodinville Fire & Rescue Board Rules of Procedure

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1.0 General Information

1.1. On October 1, 2021, the District entered into an Interlocal Agreement (ILA) with Eastside Fire & Rescue (EF&R) to provide fire and emergency medical services to the District.

1.1.1. —EF&R shall serve as the employer, and WF&R shall maintain ownership of real property, which includes existing fire stations, buildings, land parcels, and vehicles.

1.1.2. —WF&R shall pay EF&R a sum annually for personnel costs and operations costs, as well as charges for contract administration, equipment replacement, capital facilities maintenance, and costs associated with the Training Consortium.

1.1. These rules constitute the official Rules of Procedure (“Rules”) for the Woodinville Fire & Rescue (“District”) Board of Fire Commissioners (“Board”). The Washington Fire Commissioners Association Commissioner’s Handbook may be referenced as a basic guide to understanding the various roles, duties and responsibilities of being a Fire Commissioner.

1.2. The Rules do not grant any rights or privileges, or provide an independent cause of action, to members of the public or third parties. They are adopted for the sole benefit of the Commissioners to assist them in the orderly conduct of Board business.

1.3. In all matters not addressed in the Rules, the Board shall be governed by applicable statutory requirements, District policies and Robert’s Rules of Order.

1.4. In the event the Rules conflict with state law, the Board shall follow the applicable statutory requirements and promptly amend the Rules.

1.5. The Board may, by a simple majority vote, temporarily waive any provision, in whole or part, contained in the Rules, but only to the extent such waiver does not result in a violation of state law.

1.6. The Board may review the Rules periodically as needed, but no less than once every two (2) years in every even numbered year.

2.0 Elections

2.1. At the first meeting of each calendar year, the Board shall elect a Chair and Vice-Chair. Such elections may be postponed up to thirty (30) days upon Board motion. Elected officers shall serve for a term of one (1) year or until a successor is elected.

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- 2.2. In the event the Chair or Vice-Chair is unable to complete the term of office, the Board shall elect a new Chair or Vice-Chair at the next regular meeting or as expeditiously as possible.

3.0 Oath of Office

- 3.1. As provided by RCW 29A.20.040, Commissioners shall take the oath either: (a) up to ten (10) days prior to the day the Commissioner's term of office begins, or (b) at the last regular meeting of the Board held before the new Commissioner is to assume office.

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4.0 ~~Officers~~General Responsibilities

4.1. Presiding Officers:

- 4.1.1. The Chair, or in his/her absence, the Vice-Chair shall preside at all Board meetings. It shall be the duty of the Presiding Officer to ensure that the transaction of Board business is in accordance with these Rules of Procedure.

~~4.12.1.1~~ Call all Board meetings to order.

~~4.12.2.1.2~~ Adhere to the Board's approved meeting agenda.

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~~4.21.3.1.3~~ Permit and manage public participation in Board meetings.

~~4.2.3.1.~~ Require all speakers when recognized by the Chair to state their name and place of residence, speak to the issue at hand, and observe the Board's meeting decorum rules.

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~~4.21.4.1.4~~ Manage Board discussion to ensure orderly participation of Commissioners.

~~4.21.4.1.5~~ Provide each Commissioner who requests to speak an opportunity to speak when recognized by the Chair.

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~~4.21.5.1.6~~ State each motion before it is discussed and before it is voted on.

~~4.21.6.1.7~~ Put motions to a vote and announce the results.

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4.1.2. In the absence of both the Chair and the Vice-Chair at a Board meeting, the remaining Commissioners shall appoint a Commissioner to serve as a temporary Presiding Officer.

4.1.3. The Board may remove the Chair or Vice-Chair from their position by a simple majority vote.

4.2. Presiding Officer's Duties:

~~4.2.1. Call all Board meetings to order.~~

~~4.2.2. Adhere to the Board's approved meeting agenda.~~

~~4.2.3. Permit and manage public participation in Board meetings.~~

~~4.2.3.1. Require all speakers when recognized by the Chair to state their name and place of residence, speak to the issue at hand, and observe the Board's meeting decorum rules.~~

~~4.2.4. Manage Board discussion to ensure orderly participation of Commissioners.~~

~~4.2.4.1. Provide each Commissioner who requests to speak an opportunity to speak when recognized by the Chair.~~

~~4.2.5. State each motion before it is discussed and before it is voted on.~~

~~4.2.6. Put motions to a vote and announce the results.~~

4.3. Officer Removal:

~~4.3.1. The Board may remove the Chair or Vice-Chair from their position by a simple majority vote.~~

4.2 Commissioner Duties: the following duties shall be carried out by the elected members of the Board of Commissioners:

Review/approve operating and capital budgets;

4.2.1

4.2.2 Review/approve and monitor implementation of and compliance with contracts;

4.2.3 Monitor operations for compliance with federal, state and local laws and regulations and WF&R policies;

4.2.4 Represent the District's interests at regional, county, state, and federal levels in a professional and respectful manner;

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4.2.5 Participate in audit entrance and exit interviews; and

4.2.6 As outlined in the ILA between WF&R and Eastside Fire & Rescue (EF&R) for Fire and Emergency Medical Services signed July 15, 2021:

4.2.6.1 Establish service level for WF&R, to be implemented by EF&R;

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4.2.6.1

4.2.6.2 Maintain oversight of real property, including existing fire stations, buildings, land parcels, and vehicles, and adhere to EF&R's repair and replacement schedule; and

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4.2.6.2

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4.2.6.3 Provide independent review of District financial documents, including but not limited to warrants, disbursements, and invoices as prepared and submitted by EF&R staff.

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5.0 Committees

5.1. The Board may establish Standing Committees and Special Committees of not more than two (2) Commissioners. The Board Chair shall appoint all Committee Chairs and may also appoint a Commissioner to serve as an alternate committee member to either the Standing or Special Committees, with the concurrence of the Board. Alternate committee members shall attend committee meetings only in the absence of one of the regular committee members.

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5.1.1. Standing Committees:

5.1.1.1. Standing Committees include but are not limited to: (a) Executive, (b) Finance, ~~(c) System Performance, and (d) Intergovernmental Relations~~ and (e) Human Resources.

5.1.2. Special Committees:

5.1.2.1. The ~~District's~~ Fire Chief, with the concurrence of the Board, shall be responsible for identifying Special Committee projects. ~~Generally, Special Committees will be formed for the purpose of addressing the District's strategic plan.~~

~~5.1.3. Human Resources:~~

~~5.1.3.1. The Board vests the responsibility for initially considering with District staff and providing recommendations to the Board on District human resources matters in the Human Resources Committee. The Human Resources Committee possesses no independent authority to act or make final decisions and shall forward its recommendations for consideration and action to the Board.~~

6.0 Board Secretary

- 6.1. The Fire Chief's Executive [Administrative](#) Assistant, or a designee, shall serve as the Board's Secretary, and provide administrative support to the Board.

~~6.1.1. Commissioner Requests for Staff Assistance:~~

~~6.1.1.1. To minimize interference with District operations, Commissioners shall submit all requests for staff assistance on District matters to the Board Secretary, whether those requests relate to Board committee work or a Commissioner's individual inquiry.~~

~~6.1.1.2. The Board Secretary, in consultation with the Board Chair, shall arrange for staff to respond to the request, and advise the requesting Commissioner and Board Chair when the requested assistance may be available, or why the request may not be addressed within a reasonable period of time.~~

- 6.2. The Board Secretary shall serve proper legal notice of all Board meetings and public hearings and prepare the agenda [and meeting materials](#) for regular and special meetings.
- 6.3. The Board Secretary shall attend all the Board's regular and special meetings. If the Board Secretary is not available for a Board meeting, the Fire Chief shall appoint a [staff](#) member ~~of the District's staff~~ to act as Board Secretary for the meeting.
- 6.4. The Board Secretary shall keep and maintain a current year-to-date record of each Commissioner's attendance at all meetings.
- 6.5. The Board Secretary shall keep the minutes of all regular and special meetings of the Board and maintain all Board and committee records.

7.0 Preliminary Meeting Agenda Preparation

Commented [A2]: Suggest leaving this in but changing it the Fire Chief.

In fact, I would suggest adding a Fire Chief section and moving these two paragraphs there, and cut and paste the section of our contract that states that the District fire Chief is the chief of Eastside Fire & Rescue

Commented [JG3R2]: This makes sense assuming Chief Clark agrees this is within the chief's duties under the ILA.

7.1. The Board Secretary, or designee, shall prepare a preliminary agenda for each Board meeting, specifying the time and place of the meeting and stating a brief description of each item to be considered by the Board. The preliminary agenda is subject to review by the Executive Committee prior to issuance.

7.1.1. An item for a Board Meeting may be placed on the preliminary agenda by any of the following methods: (a) majority vote of the Board; (b) Board Consensus, (c) Board Chair or Vice-Chair, (d) Board Committee, or (e) Fire Chief.

7.1.2. The preliminary agenda will be ~~emailed to all employees,~~ posted to the District's website and posted on the bulletin board outside ~~the District Headquarters office door at~~ Station 31 at least 24 hours prior to the scheduled Board meeting. To the extent possible, the preliminary agenda will be distributed by 6:00 p.m. the Friday preceding the Board meeting date.

7.1.3. Board meeting packets, containing materials to be considered at the next Board meeting, will be available for the Board's review at least 24 hours prior to the scheduled Board meeting. To the extent possible, meeting materials will be available for the Board's review by 6:00 p.m. the Friday preceding the Board meeting date.

8.0 Public Notice Meetings and Hearings

8.1. Notice of Regular and Special Meetings:

8.1.1. All meetings will be announced in a timely fashion with the appropriate location and time and notice shall be posted on the District website and on the bulletin board outside ~~the District Headquarters office door at~~ Station 31.

8.2. Notice of Public Hearings and Quasi-Judicial Hearings:

8.2.1. A public hearing, such as those held annually on the budget or tax levy and those relating to benefit charges, must be advertised in two consecutive notices of a local newspaper, the last date no more than ten (10) nor less than three (3) days before the hearing. The notice shall state the purpose, time, date, and place of the hearing.

9.0 Meetings

9.1. Open Public Meetings Act:

- 9.1.1. All Board and Committee meetings shall comply with the requirements of RCW 42.30, Open Public Meetings Act.
- 9.1.2. Communication between three or more Board members via telephone, email, in-person or any social media website, may constitute a “meeting” under the Open Public Meetings Act. Therefore, consistent with the spirit and intent of the Open Public Meetings Act:
 - 9.1.2.1. Commissioners shall not participate in a conference call where three or more Board members participate on the call, unless such conference call is duly noticed and conducted as an open meeting.
 - 9.1.2.2. Commissioners shall not participate in email discussions where three or more Board members are participants in the discussion on the email thread.
 - 9.1.2.3. Commissioners shall not, for the purpose of making a decision, engage in a series of meetings (by phone, email, social media or in-person), none of which include a majority of the Board but collectively do involve a majority of the Board (serial or chain meetings).
 - 9.1.2.4. Commissioners shall not engage in any communication on any District sponsored social media website.

9.2. **Regular Meetings:**

- 9.2.1. The Board shall meet the first-second Tuesday of each month beginning at 1700 hours. The third-fourth Tuesday of each month shall be reserved for a study session or second regular meeting, if needed.
 - 9.2.1.1 Regular meetings shall be held at District Headquarters, Fire Station 31, 17718 Woodinville Snohomish Road NE, Woodinville, WA 98072, unless public notice is given of another location.
 - 9.2.1.2 The Board may wish to permit Board meetings in which some or all members participate virtually. A video conference may be established provided the Board Chair and Board Secretary are notified 24 hours prior to the meeting.
- 9.2.2. Should any scheduled meeting fall on a legal holiday, the meeting shall be held at the same hour and place on the next business day in accordance with RCW 42.30.070, Times and places for meetings-

Commented [A4]: Would suggest language that would allow a study session to be scheduled if a majority votes for it.

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Emergencies-Exceptions. The Board may cancel the meeting with appropriate notice to all parties and the public.

- 9.2.3. Regular meetings may be canceled, continued, or adjourned to a specific date and time provided notice is provided at least 24 hours in advance of the meeting and in the same manner as for special meetings. The Board must hold a minimum of one (1) regular meeting each month.

9.3. Special Meetings:

- 9.3.1. Special meetings may be held by the Board subject to notice requirements in accordance with RCW 42.30.080, Special meetings. Special meetings may be called by the Chair or by a quorum of the Board, by written notice delivered to each Commissioner.
- 9.3.2. Special meeting notices shall be posted on the District website, and on the bulletin board at District Headquarters, Fire Station 31, and by email to District employees at least 24 hours prior to the meeting. The notice shall specify the time and place of the special meeting and the business to be transacted. The Board shall not take final action on subjects other than those specified in the notice.
- 9.3.3. Notice of special meetings shall be given to any news media that have on file with the District a written request for meeting notices at least 24 hours prior to the meeting.

9.4. Executive Sessions/Closed Sessions:

- 9.4.1. Executive sessions may be held for those purposes identified in RCW 42.30.110, Executive sessions. Closed sessions may be held for those purposes identified in RCW 42.30.140.
- 9.4.2. Under RCW 42.30.110(2), before going into Executive Session, the Presiding Officer must publicly announce the purpose for the Executive Session, citing the appropriate section of the statute, and state the length of the session. The purpose of any Executive Session shall be noted in the meeting minutes.
- 9.4.3. Should the session require additional time, the Presiding Officer or designee shall make a public announcement that the session is being extended and state the length of the extension.
- 9.4.4. The Board may include or exclude any and all persons and members of the public in an Executive or Closed Session.

Commented [JG5]: New requirement under recent OPMA revisions.

- 9.4.5. All written materials and verbal information provided to Commissioners during Executive Sessions shall be kept confidential to ensure that the District's position is not compromised.

9.5. **Committee Meetings:**

- 9.5.1. Standing and special committee meetings may be held at times, dates, and locations determined by the committee members.

9.6. **Excused Absences:**

- 9.6.1. As provided by RCW 52.14.050, Vacancies, if appropriate notice of a meeting is given, a Commissioner shall forfeit his/her office by failing to attend three (3) consecutive regular meetings of the Board without being excused by the Board.
- 9.6.2. Commissioners may be excused from attending a meeting by contacting the Board Chair or Secretary prior to the meeting and stating the reason for his/her inability to attend the meeting. If email is used to communicate the absence, a response must be received prior to the meeting in order for the absence to be excused.
- 9.6.3. Following the Roll Call, the Board Chair or Board Secretary shall inform the Board of the Commissioner's absence and state the reason for the absence.
- 9.6.4. The absence may be excused by approval of a motion which shall be non-debatable. Upon passage of the motion by a majority of the Commissioners present, the absent Commissioner shall be considered excused.

9.7. **Attendance of Executive Team Members:**

- 9.7.1. The Fire Chief, or the acting Fire Chief, shall attend all Board meetings. When requested by the Board, District Executive Team members shall attend a Board meeting and remain for such time as the Board directs.

9.8. **Meeting Decorum:**

- 9.8.1. In Board meetings, Commissioners should be addressed as "Commissioner (surname)" or "Mr., Madam, or Ms. (surname)". The Chair should be addressed as "Mr., Madam, or Ms. Chair".
- 9.8.2. Board appropriate attire will be casual business attire, which includes District logo wear.

- 9.8.3. While the Board is in session, Commissioners must preserve order and decorum. A Commissioner shall not delay or interrupt, by side conversation, debate with the public, or otherwise, the proceedings of the Board, nor disrupt any Commissioner while speaking.
- 9.8.4. Each Commissioner shall have the right to express dissent from or protest against any matter before the Board and have the reason for such dissent or protest entered into the minutes.
- 9.8.5. In accordance with RCW 42.30.050, Interruptions-Procedure, any person making personal, impertinent or slanderous remarks or who becomes boisterous while participating in a Board meeting may be asked by the Presiding Officer to leave the Board meeting.

10.0 Quorum:

- 10.1. A quorum of the Board is three (3) Commissioners. The Board may take action at a meeting only when a quorum of the Commissioners is present.
- 10.2. In the absence of a quorum, no action may be taken except to adjourn the meeting to a subsequent date and time. Adequate notice of an adjourned meeting shall be given to any absent Commissioners, in the event it is not the next regularly scheduled Board meeting.

11.0 Order of Business during Regular Meetings

- 11.1. The order of business for each regular meeting shall be as follows, unless modified by the Board:
 - 11.1.1. Call to Order
 - 11.1.2. Pledge of Allegiance
 - 11.1.3. Roll Call
 - 11.1.4. Consideration and Approval of Agenda in Content and Order
 - 11.1.5. Public Comment
 - 11.1.6. Board Business [\(Presentations, Staff Reports, and/or Resolutions\)](#)

~~11.1.6.1. Presentations~~

~~11.1.6.2. Staff Reports and/or Resolutions~~

11.1. ~~7.6.3.~~ Fire Chief's Report

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11.1.~~87~~. Consent Agenda

11.1.~~98~~. Reports and Requests from the Commissioners/Good of the Order

11.1.~~109~~. Executive Session (if necessary)

12.0 Public Participation

12.1. Comments & Material Provided by Citizens:

12.1.1. Citizens wishing to address the Board shall sign in prior to the start of the Board meeting. At their discretion, the Board may allow citizens who have not signed in to speak.

12.1.2. For the record, citizens must state their name, address and the organization (if any) they represent.

12.1.3. Individual citizens may speak for three (3) minutes or less. However, this rule may be suspended at the discretion of the Chair or by majority vote of the Board.

12.1.4. The Board Chair or Board Secretary shall instruct the speaker that their comments are being recorded.

12.1.5. No person shall be allowed to address the Board while it is in session without first being recognized by the Chair. All speakers shall speak from the lectern unless an exception is made at the discretion of the Chair; provided, that if public comment is allowed at a meeting and an individual who has difficulty attending the meeting in-person requests an opportunity to provide oral comment remotely, such request will be accommodated when feasible, so long as such request is made at least 24 hours prior to commencement of the meeting.

Commented [JG6]: This is a new OPMA requirement. The advance notice requirement is up to the board, so 24 hours can be replaced with whatever works for the board and staff.

12.1.6. Citizens may provide documents or materials to the Board Secretary before or after speaking at the lectern for future consideration by the Board.

12.2. Board Response:

12.2.1. The Board shall have the discretion to address any issue raised during the Public Comment period or may refer the matter for future consideration to staff or at a subsequent Board meeting.

12.2.2. Commissioners are encouraged to ask questions of citizens during the Public Comment period. The Board Chair has the discretion to curtail

such discussion at any time, so that the business of the Board may continue without undue delay.

13.0 Voting

- 13.1. When a quorum of Commissioners is present, the Board acts by simple majority vote. This requirement cannot be modified by any procedural rule. There shall be no voting by proxy. No matter may be voted upon unless:
 - 13.1.1. The matter has been discussed by the Board at a previous meeting; or
 - 13.1.2. The matter has been placed on the agenda prior to the meeting; or
 - 13.1.3. The matter is considered by a majority vote of the Board to constitute an exigent circumstance that warrants immediate consideration and possible action.
- 13.2. All votes shall be taken by voice, except that at the request of any Commissioner, a roll call vote shall be taken by the Board Secretary.
- 13.3. In the event of a tie vote on a matter, that matter shall be considered defeated.
- 13.4. Each Commissioner, including the Chair, may vote on any motions before the Board, unless an actual or apparent conflict of interest or an appearance of fairness question is presented.

14.0 Meeting Minutes

- 14.1. The District's audio or video recording of a Board meeting shall constitute the official transcript of the proceedings in the absence of or until such time that there are approved minutes. In the event there is no District audio or video recording of the meeting, the approved minutes shall constitute the official transcript.
- 14.2. To the extent possible, the minutes of all meetings should be finalized and available for Board review by 5:00 p.m. on the Thursday following each meeting.

15.0 Code of Ethics / Appearance of Fairness

- 15.1. Commissioners shall comply with RCW 42.23, Code of Ethics for Municipal Officers – Contract Interests, and RCW 42.36, Appearance of Fairness Doctrine - Limitations.
- 15.2. In order to ensure the public's confidence that all Board actions and transactions are fair and equitable, and the integrity of the Board of Fire Commissioners, each Commissioner shall conduct business on behalf of the District without any actual

or apparent conflict of interest between the public trust and their private interests.

- 15.3. Actual and apparent conflicts of interest occur where a Commissioner has a personal or financial interest in an entity seeking to or doing business with the District, and that Commissioner has responsibility over, or participates in, an action or transaction involving that entity as a Commissioner.
- 15.4. As an abstention or recusal does not always cure a conflict of interest or appearance of fairness question, Commissioners who abstain from voting or recuse themselves from participating in Board deliberation, transaction or action shall state the reason for their abstention or recusal for the record prior to the relevant Board vote.

16.0 Confidentiality

- 16.1. Each Commissioner shall keep confidential all attorney/client communications, and all written material and verbal information provided to them during Executive Sessions under RCW 42.30.110.
- 16.2. If during an Executive Session, the Board directs District staff to manage an issue, each Commissioner acknowledges that all contact between the District and any other party concerning the issue is best conducted by District staff. This ensures the District's clarity and consistency with communication on that issue. Prior to discussing the issue with anyone other than other Commissioners, District counsel, the Fire Chief or his/her designee, Commissioners shall confer with the Chairperson for the Board of Fire Commissioners and the Fire Chief.
- 16.3. When District staff has determined that certain information provided to a Commissioner outside of an Executive Session is exempt from public disclosure under the Public Records Act or state law, the Commissioner receiving such information shall keep the same confidential.
- 16.4. If it is determined to be in the best interests of the District to release certain information previously held as exempt from public disclosure, or District staff determines that once applicable exemptions no longer apply to certain non-disclosed information, Commissioners may release that information.

17.0 Public Records Requests

- 17.1. The District's administrative staff shall be principally responsible for accepting and responding to all records requests in accordance with RCW 42.56, Public Records Act.

- 17.2. In the event a records request is made by a member of the public to a Commissioner, the Commissioner receiving the request shall immediately provide the requestor with the Board Secretary's contact information, encourage requestors to put their request in writing using the District's form (Form 1015-A, Request for Public Record), and forward to the Board Secretary the requestor's contact information with a description of the information requested.
- 17.3. Each Commissioner is personally responsible for identifying, gathering and forwarding to the District in a timely fashion all records in their possession and control that are responsive to a records request.

18.0 Equipment Issue

- 18.1. Commissioners will be issued the following upon their appointment: (a) ID card and badge case; (b) gold badge; (c) business cards; and (d) headquarters key and lock combination. Additionally, Commissioners may be issued the following: (a) logo wear (shirts, hat, and jacket); and (b) name badge.
- 18.2. Commissioners will not be issued radios, pagers or turn-out gear, and are not expected or encouraged to respond to fire or emergency calls.
- 18.3. When a Commissioner's term expires, Commissioners shall promptly return all District-issued equipment to the District.

19.0 Commissioner Compensation

- 19.1. Commissioners receive the compensation allowed by law for each meeting attended, with no restriction on the number of meetings per month, but with an annual compensation limit, adjusted every five years, as outlined in RCW 52.14.010, Commissioners - Number—Qualifications—Insurance—Compensation and expenses—Service as volunteer firefighter.
- 19.2. Commissioners may not "bank" attendance at meetings in one year and make a monetary claim for those meetings in the next fiscal year. RCW 52.14.010 contemplates that compensation to Commissioners for attendance at meetings is paid monthly as it is earned.
- 19.3. The Board shall establish which services a Commissioner may perform on behalf of the District for compensation. The guidelines for approval shall include only official District business in a group setting and shall not include one-on-one meetings with staff, other Commissioners, consultants, or suppliers. The meetings must be at least one hour to qualify for compensation. The following list of activities are pre-approved by the Board for compensation:
 - 19.3.1. All scheduled meetings of the Board, regular and special.

- 19.3.2. Board-level committee meetings, whether standing or special committees.
- 19.3.3. King County Fire Commissioners Association general and board of director meetings. Estimated annual expenses for such meetings shall be approved by the Board during the annual budget process.
- 19.3.4. Washington Fire Commissioners Association meetings, seminars, and conferences. Estimated expenses for such meetings, seminars, and conferences shall be approved by the Board during the annual budget process.
- 19.4. All other District related activities for which Commissioners wish to receive compensation must be preapproved by the Board during a public meeting. Activities for which Commissioners wish to receive compensation but were not preapproved will be included in Board materials for review and approval at the next scheduled meeting following the request. Such compensation requests, if approved by the Board, will be paid during the next regularly scheduled payroll cycle. Examples of events that could be approved include:
 - 19.4.1. Fire District-related seminars and educational classes
 - 19.4.2. Fire District public functions (e.g., pancake breakfast, open house, etc.).
 - 19.4.3. Other District-Related Activities with two or more participants.
- 19.5. Commissioners are responsible for completing the Commissioner Remuneration Form for each pay period. The completed form shall be submitted to the Board Secretary by 1700 hours on the last day of the pay period. The following information must be included for each compensable activity:
 - 19.5.1. Date.
 - 19.5.2. Duty performed.
 - 19.5.3. Start and end time.
 - 19.5.4. Date of Board approval (or "N/A" if pre-approved).
 - 19.5.5. Details to include location, attendees, class title, etc. as applicable.
 - 19.5.6. Any supporting documentation as necessary.
- 19.6. The Board Secretary shall verify the entries to the best of his/her ability, fill in the total amount due, attach any supporting documentation as necessary, sign and date the form, and submit the completed form to Payroll.

- 19.7 Missing or incomplete forms will result in a delay in the remuneration to the Commissioner.

20.0 Travel

- 20.1. The Commissioners may attend any and all meetings of the King County Fire Commissioners or the Washington State Fire Commissioners Associations and/or committees thereof and may perform administrative services on behalf of the District with prior approval of the Board.
- 20.2. The Board Secretary will assist in processing requests for travel/training by processing registrations, the *Travel Advance* form and booking travel and lodging.
- 20.3. Any tickets, vouchers, gift certificates or similar materials in an amount exceeding \$25 that are or could be perceived as gratuity or monetary benefit while traveling or conducting business on behalf of Woodinville Fire & Rescue shall become and remain the property of Woodinville Fire & Rescue. Any such items shall be reported to the Fire Chief immediately. Door prizes, raffles and drawings are exempt from this policy.
- 20.4. Commissioners will follow the procedure in District Policy 2206, Travel Authorization and Expenses for travel approval and reimbursement.

21.0 Personal Liability Protection

- 21.1. Commissioners shall be included as named insureds on all applicable District insurance policies. In the event a Commissioner shall be individually named as a defendant in any litigation arising out of the performance by the Commissioner of District business and the District's insurance carrier shall deny coverage and refuse to provide defense to the action, the District shall provide the Commissioner with separate legal counsel and indemnification subject to the following conditions:
- 21.1.1. The cause of the action must have arisen as a result of the action or non-action of the Commissioner while acting within the scope and authority of the office of Commissioner.
- 21.1.2. The cause of action must not have arisen as a result of intentional, willful or criminal conduct of the Commissioner.
- 21.2 **Requests for Defense and Liability Coverage**
- 21.2.1. The following procedure shall be used to determine if the District shall provide the defense and liability coverage for a Commissioner under a District policy.

- 21.2.1.1. The matter shall be referred to the District's attorney for investigation and review.
- 21.2.1.2. The District's attorney shall fully investigate the facts and circumstances of the litigation and the actions of the defendant Commissioner.
- 21.2.1.3. The District's attorney shall report to the Board of Commissioners, in writing, the results of the investigation and research. A copy of the report shall be furnished to each Commissioner under the attorney/client communication privilege.
- 21.2.1.4. The Board of Commissioners shall make the final determination based on the report and investigation of the attorney.

Woodinville Fire & Rescue
Budget Performance Report
For the month ended March 31, 2022

Cash/Investment Balances by Fund

Line #	Cash/Investment Balance	Expense Fund	Benefit Charge Fund	Capital Project Fund	Reserve Fund	Benefit Liability Reserve Fund	Total All Funds
1	March 31, 2022	\$4,666,683	\$0	\$610,674	\$15,607,239	\$901,430	\$21,786,026
2							
3	December 31, 2021	\$6,942,015	\$0	\$754,076	\$15,834,868	\$1,310,273	\$24,841,232
4							
5	Dollar Increase (Decrease)	<u>(\$2,275,333)</u>	<u>\$0</u>	<u>(\$143,402)</u>	<u>(\$227,629)</u>	<u>(\$408,842)</u>	<u>(\$3,055,206)</u>
6							
7	Percentage Increase (Decrease)	-32.78%	-	-19.02%	-1.44%	-31.20%	-12.30%
8							

For historical reference, 2017 through 2020 year-end cash/investment balances are shown below.

		Benefit Charge	Capital Project		Benefit Liability		
11		Expense Fund	Fund	Fund	Reserve Fund	Reserve Fund	Total All Funds
12	December 31, 2020	\$7,122,467	\$0	\$771,758	\$13,774,558	\$1,957,859	\$23,626,642
13							
14	December 31, 2019	\$7,356,347	\$0	\$2,399	\$11,224,084	\$1,190,213	\$19,773,042
15							
16	December 31, 2018	\$7,132,960	\$0	\$14,241	\$8,970,005	\$1,162,459	\$17,279,665
17							
18	December 31, 2017	\$5,934,376	\$0	\$32,391	\$8,731,034	\$1,833,195	\$16,530,996

Woodinville Fire & Rescue
Budget Performance Report
For the month ended March 31, 2022

Expense Fund - YTD Financial Statement

Line #	Budget Performance by Fund	2022 Annual Budget	2022 YTD Actual	Fav/(Unfav) vs. Budget	
				Dollars	Percent
1	Revenues				
2	Cash Balance - Beginning of Year	\$6,942,015	\$6,942,015	\$0	0.0%
3					
4	Current Year Revenues				
5	Property Tax	\$9,092,270	\$559,751	(\$8,532,519)	-93.8%
6	King County EMS Levy - BLS Funds	\$641,411	\$0	(\$641,411)	-100.0%
7	Permit/Plan Review Revenue	\$100,000	\$68,526	(\$31,475)	-31.5%
8	Miscellaneous Other	\$100,000	\$162,560	\$62,560	62.6%
9	Interfund Transfers IN				
10	Benefit Charge Fund	\$4,423,177	\$259,525	(\$4,163,652)	-94.1%
11	Reserve Fund		\$0		
12	Benefit Liability Reserve Fund		\$320,000	\$320,000	
13	Total Current Year Revenue	\$14,356,858	\$1,370,361	(\$12,986,497)	-90.5%
14					
15	Total Resources (BFB + Revenue)	\$21,298,873	\$8,312,376	(\$12,986,497)	-61.0%
16					
17	Expenditures				
18	Salaries & Wages	\$100,380	\$2,688	\$97,692	97.3%
19	Benefits	\$355,610	\$255,816	\$99,794	28.1%
20	Office & Operating Supplies	\$17,750	\$284	\$17,466	98.4%
21	Elections & Info	\$0	\$0	\$0	N/A
22	Professional Services	\$14,123,552	\$3,322,880	\$10,800,672	76.5%
23	Travel	\$9,457	\$550	\$8,907	94.2%
24	Training & Education	\$6,800	\$7,155	(\$355)	-5.2%
25	Advertising	\$850	\$0	\$850	100.0%
26	Insurance (Buildings/Apparatus)	\$10,000	\$798	\$9,202	92.0%
27	Miscellaneous Other	\$10,000	\$2,558	\$7,442	74.4%

Woodinville Fire & Rescue
Budget Performance Report
For the month ended March 31, 2022

Expense Fund - YTD Financial Statement

Line #	Budget Performance by Fund	2022 Annual Budget	2022 YTD Actual	Fav/(Unfav) vs. Budget	
				Dollars	Percent
28	Intergovernmental Services	\$147,300	\$27,280	\$120,020	81.5%
29	Sub-Total (excluding Intrafund Transfers)	\$14,781,699	\$3,620,010	\$11,161,689	75.5%
30					
31	Interfund Transfers OUT				
32	Benefit Liability Reserve Fund	\$0	\$0	\$0	N/A
33	Capital Fund	\$0	\$0	\$0	N/A
34	Reserve Fund	\$0	\$0	\$0	N/A
35	Total Expenditures	\$14,781,699	\$3,620,010	\$11,161,689	75.5%
36					
37	Current Year Revenue less Expenditures	(\$424,841)	(\$2,249,648)		
38					
39	EFB - March 2022	\$6,517,174	\$4,692,367	(\$1,824,807)	-28.0%
40					
41	Total Expenditures and Cash Balance	\$21,298,873	\$8,312,376	(\$12,986,497)	-61.0%

Woodinville Fire & Rescue
Budget Performance Report
For the month ended April 30, 2022

Cash/Investment Balances by Fund

Line #	Cash/Investment Balance	Expense Fund	Benefit Charge Fund	Capital Project Fund	Reserve Fund	Benefit Liability Reserve Fund	Total All Funds
1	April 30, 2022	\$8,404,136	\$0	\$610,940	\$15,608,390	\$901,802	\$25,525,268
2							
3	December 31, 2021	\$6,942,015	\$0	\$754,076	\$15,834,868	\$1,310,273	\$24,841,232
4							
5	Dollar Increase (Decrease)	<u>\$1,462,121</u>	<u>\$0</u>	<u>(\$143,136)</u>	<u>(\$226,478)</u>	<u>(\$408,471)</u>	<u>\$684,036</u>
6							
7	Percentage Increase (Decrease)	21.06%	-	-18.98%	-1.43%	-31.17%	2.75%
8							

For historical reference, 2017 through 2020 year-end cash/investment balances are shown below.

		Benefit Charge	Capital Project	Benefit Liability			
	Expense Fund	Fund	Fund	Reserve Fund	Reserve Fund	Total All Funds	
11							
12	December 31, 2020	\$7,122,467	\$0	\$771,758	\$13,774,558	\$1,957,859	\$23,626,642
13							
14	December 31, 2019	\$7,356,347	\$0	\$2,399	\$11,224,084	\$1,190,213	\$19,773,042
15							
16	December 31, 2018	\$7,132,960	\$0	\$14,241	\$8,970,005	\$1,162,459	\$17,279,665
17							
18	December 31, 2017	\$5,934,376	\$0	\$32,391	\$8,731,034	\$1,833,195	\$16,530,996

Woodinville Fire & Rescue
Budget Performance Report
For the month ended April 30, 2022

Expense Fund - YTD Financial Statement

Line #	Budget Performance by Fund	2022 Annual Budget	2022 YTD Actual	Fav/(Unfav) vs. Budget	
				Dollars	Percent
1	Revenues				
2	Cash Balance - Beginning of Year	\$6,942,015	\$6,942,015	\$0	0.0%
3					
4	Current Year Revenues				
5	Property Tax	\$9,092,270	\$4,007,000	(\$5,085,270)	-55.9%
6	King County EMS Levy - BLS Funds	\$641,411	\$0	(\$641,411)	-100.0%
7	Permit/Plan Review Revenue	\$100,000	\$73,577	(\$26,424)	-26.4%
8	Miscellaneous Other	\$100,000	\$224,943	\$124,943	124.9%
9	Interfund Transfers IN				
10	Benefit Charge Fund	\$4,423,177	\$1,903,194	(\$2,519,983)	-57.0%
11	Reserve Fund		\$0		
12	Benefit Liability Reserve Fund		\$320,000	\$320,000	
13	Total Current Year Revenue	\$14,356,858	\$6,528,714	(\$7,828,144)	-54.5%
14					
15	Total Resources (BFB + Revenue)	\$21,298,873	\$13,470,729	(\$7,828,144)	-36.8%
16					
17	Expenditures				
18	Salaries & Wages	\$100,380	\$3,968	\$96,412	96.0%
19	Benefits	\$355,610	\$270,936	\$84,674	23.8%
20	Office & Operating Supplies	\$17,750	\$11,964	\$5,786	32.6%
21	Elections & Info	\$0	\$0	\$0	N/A
22	Professional Services	\$14,123,552	\$4,459,402	\$9,664,150	68.4%
23	Travel	\$9,457	\$550	\$8,907	94.2%
24	Training & Education	\$6,800	\$7,155	(\$355)	-5.2%
25	Advertising	\$850	\$0	\$850	100.0%
26	Insurance (Buildings/Apparatus)	\$10,000	\$798	\$9,202	92.0%
27	Miscellaneous Other	\$10,000	\$3,700	\$6,300	63.0%

Woodinville Fire & Rescue
Budget Performance Report
For the month ended April 30, 2022

Expense Fund - YTD Financial Statement

Line #	Budget Performance by Fund	2022 Annual Budget	2022 YTD Actual	Fav/(Unfav) vs. Budget	
				Dollars	Percent
28	Intergovernmental Services	\$147,300	\$27,333	\$119,967	81.4%
29	Sub-Total (excluding Intrafund Transfers)	\$14,781,699	\$4,785,807	\$9,995,892	67.6%
30					
31	Interfund Transfers OUT				
32	Benefit Liability Reserve Fund	\$0	\$0	\$0	N/A
33	Capital Fund	\$0	\$0	\$0	N/A
34	Reserve Fund	\$0	\$0	\$0	N/A
35	Total Expenditures	\$14,781,699	\$4,785,807	\$9,995,892	67.6%
36					
37	Current Year Revenue less Expenditures	(\$424,841)	\$1,742,907		
38					
39	EFB - April 2022	\$6,517,174	\$8,684,922	\$2,167,748	33.3%
40					
41	Total Expenditures and Cash Balance	\$21,298,873	\$13,470,729	(\$7,828,144)	-36.8%



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: June 14, 2022

Approved for payment:

Derek van Veen
Commissioner, Position 1

Absent 06-14-2022
Commissioner, Position 2

Angela Barton
Commissioner, Position 3

Mike Millman
Commissioner, Position 4

Roger Collins
Commissioner, Position 5

Reference #	ACH Request Date(s):	Total ACH Requests
ACH 22-10	5/24/22, 5/25/22	\$ 7,809.41

Joan Montegary
Preauthorization signature (FC/DC/CAO)

US BANK SINGLEPOINT - 3629 TRANSACTIONS

Trans. Date	Paychex Cash Requirement Debits	
5/24/2022	Net Pay: Direct Deposits/Live Checks	5,852.90
5/24/2022	DSHS - WA State (garnishment)	-
5/25/2022	Taxpay (Soc. Sec., MC, Federal Income Tax, WAPF/ML)	1,698.50
5/24/2022	Agency Checks	-
		-
		-
		-
	Quarterly L&I	-
5/25/2022	PAYCHEX INVOICE	258.01
		7,809.41

Trans. Date	ACH TRANSACTIONS: TDA / DUES / BENEVOLENT FUND TEMPLATE	
		-
		-
	Total Deposit	-

PAY32 TRANSACTION TOTALS

\$

7,809.41


 Preauthorization signature (FDC/CAO)

PAYROLL - GENERAL LEDGER BARS CODING

PAYDATE: 5/25/22

DIRECT DEPOSIT: GROSS PAY MINUS EE DEDUCTIONS

Trans Type	BIAS Memo	Vendor	Distribution Remark	BARS #	AMOUNT	BAL TO PX PAY JOURNAL
ADMINISTRATION (10)						
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	Ahern Severance	522 10 27 10 01	7,900.00	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	OT Admin	522 10 11 10 01	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	Longevity	522 10 29 40 01	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	STD / LTD Earning	522 10 10 10 01	-	7,900.00
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	Mileage Stipend (IT)	522 10 43 40 13	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	Phone Stipend	522 10 42 10 03	-	
COMMISSIONERS (11)						
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	Wages	522 11 10 10 01	256.00	256.00
					BALANCE TO GROSS PAY	8,156.00
					TOTAL FROM PHONE STIPEND	-

EMPLOYEE DEDUCTIONS

PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	Aflac	522 10 29 99 00	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	Benevolent Fund	522 10 29 99 00	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	DSHS-Div Child	522 10 29 99 00	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE DCP Roth - Alerus	522 10 29 99 00	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE DCP Alerus/SP/>50	522 10 29 99 00	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE DCP DRS/SP/>50	522 10 29 99 00	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE LEOFF 2	522 10 29 99 00	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE Loan - Alerus	522 10 29 99 00	(750.00)	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE MERP	522 10 29 99 00	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE Medical	522 10 29 99 00	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE PERS 2	522 10 29 99 00	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE PERS 3	522 10 29 99 00	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE STD/LTD	522 10 29 99 00	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	Union Dues	522 10 29 99 00	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	United Way of KC	522 10 29 99 00	-	(750.00) Company Total - Deductions
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE Social Security	522 10 29 99 00	(15.87)	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE Medicare	522 10 29 99 00	(129.13)	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE Federal Income Tax	522 10 29 99 00	(1,372.65)	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE WA PFML - ADM	522 10 21 30 01	(35.84)	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE WA PFML - OPS	522 20 21 30 01	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE WA PFML - TRN	522 45 21 30 01	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE WA PFML - COMMISH	522 11 21 30 01	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE WA PFML - COM SVCS	522 41 21 30 01	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE WA PFML - CRR	522 30 21 30 01	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE WA PFML - FAC	522 50 21 30 01	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE WA L&I - ADM	522 10 21 20 01	0.39	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE WA L&I - OPS	522 20 21 20 01	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE WA L&I - TRN	522 45 21 20 01	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE WA L&I - COMMISH	522 11 21 20 01	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE WA L&I - COM SVCS	522 41 21 20 01	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE WA L&I - CRR	522 30 21 20 01	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE WA L&I - FAC	522 50 21 20 01	-	(1,553.10) Company Total - Withholding
					BALANCE TO PAYCHEX NET PAY	5,852.90 Company Total - Net Pay

US BANK DEBIT PAY32: PAYCHEX

PAYROLL	BENEFITS/TAXES	253 - DSHS - WA State	DSHS - Div Child Support	522	10	29	99	00	-	-
PAYROLL	BENEFITS/TAXES	680 - PAYROLL TAXES (EFTPS)	EE: SS/MC/FIT/PFML offset	522	10	29	99	00	1,553.49	1,698.50
			ADM: ER SS/MC	522	10	21	10	01	145.01	
			OPS: ER SS/MC	522	20	21	10	01	-	
			TRN: ER SS/MC	522	45	21	10	01	-	
			COMMISH: ER SS/MC	522	11	21	10	01	-	
			COM SVCS: ER SS/MC	522	41	21	10	01	-	
			CRR: ER SS/MC	522	30	21	10	01	-	
			FAC: ER SS/MC	522	50	21	10	01	-	
SVC CHG	PROF SERVICES	678 - PAYCHEX	Paychex Invoice	522	10	41	10	05	258.01	258.01
Invoice #: 2021051901										
Current Encumbered: DO NOT ENTER into BARS										
L & I ENCUMBERED / QTLY DEBIT										
PAYROLL	BENEFITS/TAXES	940 - WASHINGTON DEPT OF L&I	ADM: ER L&I	522	10	21	20	01	0.60	1.00
			OPS: ER L&I	522	20	21	20	01	-	-
			TRN: ER L&I	522	45	21	20	01	-	-
			COMMISH: ER L&I	522	11	21	20	01	-	-
			COM SVCS: ER L&I	522	41	21	20	01	-	-
			CRR: ER L&I	522	30	21	20	01	-	-
			FAC: ER L&I	522	50	21	20	01	-	-
0.60 1.00									1.60	

Qtly Debit ENTRY AMTS

Qtlly Debit
ENTRY AMTS

PAYROLL - GENERAL LEDGER BARS CODING

PAYDATE: 5/25/22

PAYROLL	BENEFITS/TAXES	505 - LEOFF 2	EE LEOFF2 offset	522	10	29	99	00	-	-
			ADM: ER LEOFF2	522	10	24	10	01	-	-
			OPS: ER LEOFF2	522	20	24	10	01	-	-
			TRN: ER LEOFF2	522	45	24	10	01	-	-
			CRR: ER LEOFF2	522	30	24	10	01	-	-
PAYROLL	BENEFITS/TAXES	685 - PERS 2	EE PERS 2 offset	522	10	29	99	00	-	-
			ADM: ER PERS 2	522	10	24	20	01	-	-
			COM SVCS: ER PERS 2	522	41	24	20	01	-	-
			FAC: ER PERS 2	522	50	24	20	01	-	-
PAYROLL	BENEFITS/TAXES	686 - PERS 3	EE PERS 3 offset	522	10	29	99	00	-	-
			ADM: ER PERS 3	522	10	24	20	01	-	-
			CRR: ER PERS 3	522	30	24	20	01	-	-
PAYROLL	BENEFITS/TAXES	232 - DEFERRED COMP DCP - DRS	EE Deferred Comp offset	522	10	29	99	00	750.00	-
			ADM: ER DCP DRS	522	10	24	30	01	-	-
			OPS: ER DCP DRS	522	20	24	30	01	-	-
			COM SVCS: ER DCP DRS	522	41	24	30	01	-	-
			FAC: ER DCP DRS	522	50	24	30	01	-	-
Total DRS ACH									750.00	

Total Warrant 2,448.50
Total Non-Warrant 258.01
Total Expenditures 2,706.51

PAYROLL JOURNAL

0095 1904-2901 Woodinville Fire & Rescue

(Prior to Processing)

EMPLOYEE NAME ID (WC CLASS)	HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS				WITHHOLDINGS		DEDUCTIONS		NET PAY ALLOCATIONS	
	DESCRIPTION	RATE	HOURS	EARNINGS	REIMB & OTHER PAYMENTS					
**** 1 ADMINISTRATION Ahearn, Gregory S 118 (690401)	Severance Pay			7,900.00		Medicare Fed Income Tax WA PFL WA PML	125.42 1,372.65 24.32 10.39	EE DCP-ALERUS	750.00	Direct Deposit # Unknown Check Amt 0.00 Chkg 210 5,617.22
	EMPLOYEE TOTAL			7,900.00			1,532.78		750.00	Net Pay 5,617.22
	Other Items: (Do not increase Net Pay.)									
	ER DCP-ALERUS				750.00					
1 ADMINISTRATION TOTALS 1 Person(s) 1 Transaction(s)	Severance Pay			7,900.00		Medicare Fed Income Tax WA EE PFL WA EE PML	125.42 1,372.65 24.32 10.39	EE DCP-ALERU	750.00	Check Amt 0.00 Dir Dep 5,617.22
	1 ADMINISTRATION TOTAL			7,900.00			1,532.78		750.00	Net Pay 5,617.22
	Other Items: (Do not increase Net Pay.)									
	ER DCP-ALERU				750.00					
						Employer Liabilities				
						Medicare	125.43			
					TOTAL EMPLOYER LIABILITY		125.43			
					TOTAL TAX LIABILITY		1,658.21			
**** 4 COMMISSIONERS Millman, Michael R 517 (530607)	Regular Earnings	64.0000	4.00	256.00		Social Security Medicare WA PFL WA PML EE WA L&I	15.87 3.71 0.79 0.34 0.39			Direct Deposit # Unknown Check Amt 0.00 Chkg 167 234.90
	EMPLOYEE TOTAL		4.00	256.00			21.10			Net Pay 234.90
4 COMMISSIONERS TOTALS 1 Person(s) 1 Transaction(s)	Regular Earnings		4.00	256.00		Social Security Medicare WA EE PFL WA EE PML EE WA L&I	15.87 3.71 0.79 0.34 0.39			Check Amt 0.00 Dir Dep 234.90
	4 COMMISSIONERS TOTAL		4.00	256.00			21.10			Net Pay 234.90

PAYROLL JOURNAL

(Prior to Processing)

0095 1904-2901 Woodinville Fire & Rescue

EMPLOYEE NAME ID (WC CLASS)	HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS				WITHHOLDINGS	DEDUCTIONS	NET PAY ALLOCATIONS	
	DESCRIPTION	RATE	HOURS	EARNINGS	REIMB & OTHER PAYMENTS			
					<i>Employer Liabilities</i> Social Security 15:87 Medicare 3:71 ER WA L&I 0:60 TOTAL EMPLOYER LIABILITY 20:18 TOTAL TAX LIABILITY 41:28			
COMPANY TOTALS 2 Person(s) 2 Transaction(s)	Regular Earnings Severance Pay		4.00	256:00 7,900:00	Social Security 15:87 Medicare 129:13 Fed Income Tax 1,372:65 WA EE PFL 25:11 WA EE PML 10:73 EE WA L&I 0:39 TOTAL EMPLOYER LIABILITY 1,553:88 TOTAL TAX LIABILITY 1,699:49	EE DCP-ALERU 750:00	Check Amt 0.00 Dir Dep 5,852.12	
	COMPANY TOTAL:		4.00	8,156:00		750:00	Net Pay 5,852.12	
	Other Items: (Do not increase Net Pay.) ER DCP-ALERU				750:00			
(IC) = Independent Contractor					<i>Employer Liabilities</i> Social Security 15:87 Medicare 129:14 ER WA L&I 0:60 TOTAL EMPLOYER LIABILITY 145:61 TOTAL TAX LIABILITY 1,699:49			



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: June 14, 2022

Approved for payment:

Derek van Veen
Commissioner, Position 1

Absent 06-14-2022
Commissioner, Position 2

Angela Barton
Commissioner, Position 3

Mike Millman
Commissioner, Position 4

Roger Collins
Commissioner, Position 5

Reference #	ACH Request Date(s):	Total ACH Requests
ACH 22-12	6/9/22, 6/10/22	\$ 7,541.24

Joan Montegary
Preauthorization signature (FC/DC/CAO)

US BANK SINGLEPOINT - 3629 TRANSACTIONS

Trans. Date	Paychex Cash Requirement Debits	
6/9/2022	Net Pay: Direct Deposits/Live Checks	5,617.21
6/9/2022	DSHS - WA State (garnishment)	-
6/10/2022	Taxpay (Soc. Sec., MC, Federal Income Tax, WAPF/ML)	1,658.22
6/9/2022	Agency Checks	-
		-
		-
		-
	Quarterly L&I	-
6/10/2022	PAYCHEX INVOICE	265.81
		7,541.24

Trans. Date	ACH TRANSACTIONS: TDA / DUES / BENEVOLENT FUND TEMPLATE	
		-
		-
	<i>Total Deposit</i>	-

PAY32 TRANSACTION TOTALS

\$

7,541.24


 Preauthorization signature (FC/DC/CAO)

PAYROLL - GENERAL LEDGER BARS CODING

PAYDATE: 6/10/22

DIRECT DEPOSIT: GROSS PAY MINUS EE DEDUCTIONS

Trans Type	BIAS Memo	Vendor	Distribution Remark	BARS #	AMOUNT	BAL TO PX PAY JOURNAL
ADMINISTRATION (10)						
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	Ahern Severance	522 10 27 10 01	7,900.00	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	OT Admin	522 10 11 10 01	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	Longevity	522 10 29 40 01	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	STD / LTD Earning	522 10 10 10 01	-	7,900.00
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	Mileage Stipend (IT)	522 10 43 40 13	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	Phone Stipend	522 10 42 10 03	-	
BALANCE TO GROSS PAY					7,900.00	
TOTAL FROM PHONE STIPEND					-	

EMPLOYEE DEDUCTIONS

PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	Aflac	522 10 29 99 00	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	Benevolent Fund	522 10 29 99 00	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	DSHS-Div Child	522 10 29 99 00	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE DCP Roth - Alerus	522 10 29 99 00	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE DCP Alerus/SP/>50	522 10 29 99 00	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE DCP DRS/SP/>50	522 10 29 99 00	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE LEOFF 2	522 10 29 99 00	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE Loan - Alerus	522 10 29 99 00	(750.00)	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE MERP	522 10 29 99 00	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE Medical	522 10 29 99 00	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE PERS 2	522 10 29 99 00	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE PERS 3	522 10 29 99 00	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE STD/LTD	522 10 29 99 00	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	Union Dues	522 10 29 99 00	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	United Way of KC	522 10 29 99 00	-	(750.00) Company Total - Deductions
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE Social Security	522 10 29 99 00	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE Medicare	522 10 29 99 00	(125.43)	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE Federal Income Tax	522 10 29 99 00	(1,372.65)	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE WA PFML - ADM	522 10 21 30 01	(34.71)	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE WA PFML - OPS	522 20 21 30 01	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE WA PFML - TRN	522 45 21 30 01	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE WA PFML - COMMISH	522 11 21 30 01	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE WA PFML - COM SVCS	522 41 21 30 01	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE WA PFML - CRR	522 30 21 30 01	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE WA PFML - FAC	522 50 21 30 01	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE WA L&I - ADM	522 10 21 20 01	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE WA L&I - OPS	522 20 21 20 01	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE WA L&I - TRN	522 45 21 20 01	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE WA L&I - COMMISH	522 11 21 20 01	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE WA L&I - COM SVCS	522 41 21 20 01	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE WA L&I - CRR	522 30 21 20 01	-	
PAYROLL	GROSS TO NET PAY	679 - PAYROLL DIRECT DEPOSIT	EE WA L&I - FAC	522 50 21 20 01	-	(1,532.79) Company Total - Withholding
BALANCE TO PAYCHEX NET PAY					5,617.21	Company Total - Net Pay

US BANK DEBIT PAY32: PAYCHEX

PAYROLL	BENEFITS/TAXES	253 - DSHS - WA State	DSHS - Div Child Support	522 10 29 99 00	-	
			EE: SS/MC/FIT/PFML offset	522 10 29 99 00	1,532.79	
			ADM: ER SS/MC	522 10 21 10 01		125.43
			OPS: ER SS/MC	522 20 21 10 01		-
			TRN: ER SS/MC	522 45 21 10 01		-
			COMMISH: ER SS/MC	522 11 21 10 01		-
			COM SVCS: ER SS/MC	522 41 21 10 01		-
			CRR: ER SS/MC	522 30 21 10 01		-
			FAC: ER SS/MC	522 50 21 10 01		-
SVC CHG	PROF SERVICES	678 - PAYCHEX	Paychex Invoice	522 10 41 10 05		265.81
						265.81

Invoice #: 2021060801

Current
Encumbered:
DO NOT ENTER
into BARS

Qtly Debit
ENTRY AMTS

L & I ENCUMBERED / QTLY DEBIT

PAYROLL	BENEFITS/TAXES	940 - WASHINGTON DEPT OF L&I	ADM: ER L&I	522 10 21 20 01	-	-
			OPS: ER L&I	522 20 21 20 01	-	-
			TRN: ER L&I	522 45 21 20 01	-	-
			COMMISH: ER L&I	522 11 21 20 01	-	-
			COM SVCS: ER L&I	522 41 21 20 01	-	-
			CRR: ER L&I	522 30 21 20 01	-	-
			FAC: ER L&I	522 50 21 20 01	-	-

PAYROLL - GENERAL LEDGER BARS CODING

PAYDATE: 6/10/22

PAYROLL	BENEFITS/TAXES	505 - LEOFF 2	EE LEOFF2 offset	522	10	29	99	00	-	-	-
			ADM: ER LEOFF2	522	10	24	10	01	-	-	-
			OPS: ER LEOFF2	522	20	24	10	01	-	-	-
			TRN: ER LEOFF2	522	45	24	10	01	-	-	-
			CRR: ER LEOFF2	522	30	24	10	01	-	-	-
PAYROLL	BENEFITS/TAXES	685 - PERS 2	EE PERS 2 offset	522	10	29	99	00	-	-	-
			ADM: ER PERS 2	522	10	24	20	01	-	-	-
			COM SVCS: ER PERS 2	522	41	24	20	01	-	-	-
			FAC: ER PERS 2	522	50	24	20	01	-	-	-
PAYROLL	BENEFITS/TAXES	686 - PERS 3	EE PERS 3 offset	522	10	29	99	00	-	-	-
			ADM: ER PERS 3	522	10	24	20	01	-	-	-
			CRR: ER PERS 3	522	30	24	20	01	-	-	-
PAYROLL	BENEFITS/TAXES	232 - DEFERRED COMP DCP - DRS	EE Deferred Comp offset	522	10	29	99	00	750.00	-	-
			ADM: ER DCP DRS	522	10	24	30	01	-	-	-
			OPS: ER DCP DRS	522	20	24	30	01	-	-	-
			COM SVCS: ER DCP DRS	522	41	24	30	01	-	-	-
			FAC: ER DCP DRS	522	50	24	30	01	-	-	-
Total DRS ACH										750.00	

Total Warrant 2,408.22
 Total Non-Warrant 265.81
 Total Expenditures 2,674.03

PAYROLL JOURNAL

0095 1904-2901 Woodinville Fire & Rescue

(Prior to Processing)

EMPLOYEE NAME ID (WC CLASS)	HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS				WITHHOLDINGS		DEDUCTIONS		NET PAY ALLOCATIONS	
	DESCRIPTION	RATE	HOURS	EARNINGS	REIMB & OTHER PAYMENTS					
**** 1 ADMINISTRATION Ahearn, Gregory S 118 (690401)	Severance Pay			7,900.00		Medicare	125.43	EE DCP-ALERUS	750.00	Direct Deposit # Unknown
						Fed Income Tax	1,372.65			Check Amt 0.00
						WA PFL	24.32			Chkg 210 5,617.21
						WA PML	10.39			
	EMPLOYEE TOTAL			7,900.00			1,532.79		750.00	Net Pay 5,617.21
	Other Items: (Do not increase Net Pay.)				ER DCP-ALERUS		750.00			
1 ADMINISTRATION TOTALS 1 Person(s) 1 Transaction(s)	Severance Pay			7,900.00		Medicare	125.43	EE DCP-ALERU	750.00	Check Amt 0.00
						Fed Income Tax	1,372.65			Dir Dep 5,617.21
						WA EE PFL	24.32			
						WA EE PML	10.39			
	1 ADMINISTRATION TOTAL			7,900.00			1,532.79		750.00	Net Pay 5,617.21
	Other Items: (Do not increase Net Pay.)				ER DCP-ALERU		750.00			
						Employer Liabilities				
						Medicare	125.43			
					TOTAL EMPLOYER LIABILITY	125.43				
					TOTAL TAX LIABILITY	1,658.22				
COMPANY TOTALS 1 Person(s) 1 Transaction(s)	Severance Pay			7,900.00		Medicare	125.43	EE DCP-ALERU	750.00	Check Amt 0.00
						Fed Income Tax	1,372.65			Dir Dep 5,617.21
						WA EE PFL	24.32			
						WA EE PML	10.39			
	COMPANY TOTAL			7,900.00			1,532.79		750.00	Net Pay 5,617.21
	Other Items: (Do not increase Net Pay.)				ER DCP-ALERU		750.00			
						Employer Liabilities				
						Medicare	125.43			
					TOTAL EMPLOYER LIABILITY	125.43				
					TOTAL TAX LIABILITY	1,658.22				

(IC) = Independent Contractor



Special District Voucher Approval Document

2022-14

KC v2.0

Scheduled Payment Date: 05/16/2022

Total Amount: \$1,300.68

Control Total: 2

Payment Method: WARRANT

District Name: Woodinville Fire & Rescue

File Name: AP_WDNVLFIR_APSUPINV_20220512105103.csv

Fund #: 100360010

CONTACT INFORMATION

Preparer's Name:

Ely J. Davis

Email Address: kcprinting@esf-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)) :

Derek van Veen

06-14-2022

Authorized District Signature

Date

Roger Collins

06-14-2022

Authorized District Signature

Date

Angela Barton

06-14-2022

Authorized District Signature

Date

Mike Millman

06-14-2022

Authorized District Signature

Date

Joan S Montegary

Authorized District Signature

5-12-22

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

KC v2.0

District Name: Woodinville Fire & Rescue

File Name: AP_WDNVLFIR_APSUPINV_20220512105103.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
KING COUNTY FINANCE			220502001	05/16/2022	\$1,151.94	2141144
NICOLE FRISCH			220502002	05/16/2022	\$148.74	05.11.2022

ACCOUNTS PAYABLE

Woodinville Fire & Rescue

As Of: 06/25/2022

Time: 16:32:01 Date: 05/11/2022

Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
----------------	----------	----------	--------	--------	------

20150	04/14/2022	05/16/2022	1081	KING COUNTY FINANCE	1,151.94
522 14 41	10-14	Possible Ballot Measure F	001 000 522	General Expense	1,151.94 2021 General Election Voters' Pamphlet Costs

20151	05/02/2022	05/16/2022	1135	NICOLE FRISCH	148.74
522 11 43	60-07	Travel - BoFC Ad Hoc Tra	001 000 522	General Expense	148.74 Reimb for Lodging for Millman at WFCA Semina

Report Total: 1,300.68

Fund	
001 General Expense Fund (10-036-0010)	1,300.68

This report has been reviewed by:

Signature: Joan S. Montegary
Fire Chief/Chief Administrative Officer

Date: 5-12-2022



Special District Voucher Approval Document

2022-15

KC v2.0

Scheduled Payment Date: 06/08/2022

Total Amount: \$874.38

Control Total: 4

Payment Method: WARRANT

District Name: Woodinville Fire & Rescue

File Name: AP_WDNVLFIR_APSUPINV_20220602124406.csv

Fund #: 100360010

CONTACT INFORMATION

Preparer's Name:

Ely Collins

Email Address: kcprinting@esf-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)) :

Derek van Veen

06-14-2022

Authorized District Signature

Date

Roger Collins

06-14-2022

Authorized District Signature

Date

Angela Barton

06-14-2022

Authorized District Signature

Date

Mike Millman

06-14-2022

Authorized District Signature

Date

Jean S. Montegary

Authorized District Signature

Authorized District Signature

6/2/22

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_20220602124406.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
GARY HEUSLEIN			220601001	06/08/2022	\$170.10	06.02.2022
HAGGARD & GANSON LLP			220601002	06/08/2022	\$220.00	229
IAFF HEALTH & WELLNESS TRUST			220601003	06/08/2022	\$365.37	27234
US BANK CORPORATE PAYMENT SYSTEMS			220601004	06/08/2022	\$118.91	1420-5

ACCOUNTS PAYABLE

Woodinville Fire & Rescue

Time: 11:37:11 Date: 06/02/2022

As Of: 07/23/2022

Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
20153	06/01/2022	06/08/2022	355	GARY HEUSLEIN	170.10 June 2022
522 10 22 30-01	LEOFF 1 - Medicare/Med	001 000 522	General Expense	170.10	Gary Heuslein Medicare Premium Reimbursement - January - December 2022
20152	06/01/2022	06/08/2022	1188	HAGGARD & GANSON LLP	220.00 Legal fees for May 2022 (General Counsel)
522 10 41 10-02	Prof Svcs - Legal (PFR)	001 000 522	General Expense	220.00	Legal fees for May 2022 (General Counsel); invoice 229
20154	05/19/2022	06/08/2022	1237	IAFF HEALTH & WELLNESS TRUST	365.37 June 2022
522 10 22 30-01	LEOFF 1 - Medicare/Med	001 000 522	General Expense	365.37	LEOFF 1 Medicare Supplement Payments (May-Dec 2022)
20155	05/02/2022	06/08/2022	1232	US BANK CORPORATE PAYMENT SYSTEMS	118.91 4/2-5/1
522 10 48 30-20	IT - Website Maintenance	001 000 522	General Expense	118.91	Microsoft subscription for BoFC (monthly)

Report Total: 874.38

Fund	
001 General Expense Fund (10-036-0010)	874.38

This report has been reviewed by:

Signature:

Fire Chief/Chief Administrative Officer

Date: 6-2-2022