

**WOODINVILLE FIRE & RESCUE**

**Tuesday, July 19, 2022**

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

Commissioner Collins called the virtual and in-person meeting to order at 4:30 p.m. Roll call was taken and was as follows:

**Roll Call**

Commissioner Collins (Chair)  
Commissioner Halbert  
Commissioner Millman

**Staff**

Assistant Chief Ben Lane  
Board Secretary Nicole Frisch  
Deputy Chief Dana Schutter  
Deputy Director Jamie Formisano  
Fire Marshal Mark Lawrence  
Assistant Fire Marshal Dane Stowe  
Assistant Fire Marshal Brendan Magee  
Inspector Joe Lindsay  
PIO Catherine Breault

**Consideration and Approval of Agenda in Content and Order**

Board Chair Collins requested to add an 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, as Item 3.

***MOTION:*** Commissioner Halbert moved to approve the agenda as amended. The motion was seconded by Commissioner Millman. The motion passed, 3-0.

**Public Comment**

None.

**1. Resolution 2022-03 – Adopting Rules of Procedure for the Board of Fire Commissioners (attached hereto)**

Commissioner van Veen joined the meeting at 4:33 p.m.

***MOTION:*** Commissioner Halbert moved to approve Resolution No. 2022-03, A Resolution Adopting Rules of Procedure for the Board of Fire Commissioners as presented. The motion was seconded by Commissioner Millman. The motion passed, 4-0.

## **2. Fire Marshal Office Update (attached hereto)**

Deputy Director Formisano and Fire Marshal Lawrence introduced the Fire Marshal Office team and provided an update as attached hereto. Discussion ensued.

## **3. Exec Session**

At 4:45 p.m., the Board moved into Executive Session for 20 minutes 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.

Commissioner Barton joined the meeting at 4:49 p.m.

The Board reconvened regular session at 5:05 p.m. No decisions were made.

## **4. EF&R Budget Presentation**

Assistant Chief Lane invited the Board to EF&R's upcoming Finance and Administrative Committee meeting on Wednesday, July 27<sup>th</sup> at EF&R HQ.

## **5. Fire Chief Briefing**

Assistant Chief Lane provided the Fire Chief Briefing as follows:

- The Department continues to work through seven EEOC complaints related to employees separated due to the vaccine mandate. The Department was served with a tort claim in the amount of \$171 million. The Board will be updated as more information becomes available.
- The training tower building permit was approved today.
- The Department has secured 15 spots in the upcoming recruit academy starting August 22, 2022. These 15 spots are in addition to the 17 who graduated from the last academy.
- The Department just promoted 9 new Engineers.
- During their last regular meeting, the EF&R Board of Directors approved the contract to make Ben Lane the next Fire Chief. The Department is now in open recruitment for a Deputy Chief position. More to come.
- The contract with Woodinville PD for MIH services was approved by the Woodinville City Council and EF&R's Board of Directors.

Assistant Chief Lane brought up updating signage at Stations 33 and 35 to incorporate the EF&R logo. Discussion ensued. The Board would like to see both agencies represented on the signs.

Commissioner Millman left the meeting at 5:20 p.m.

PIO addressed Breault the WF&R website. She reported that she has been slowly updating the website to direct people to the EF&R website. Discussion ensued. She will continue her efforts and trim the WF&R website down and will continue to update the Board as the effort progresses.

The August regular meeting will be held virtually on Thursday, August 4 at 4:00 p.m.

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

- a. Approval of meeting minutes from the June 14, 2022 Regular Meeting
- b. Approval of Vouchers for \$726.91, \$3,584.14, and \$56,270.00

**MOTION:** *Commissioner van Veen 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.*

**7. Reports and Requests from the Commissioners/Good of the Order**

Commissioner Halbert inquired about integration of the new dispatch program has been going. Assistant Chief Lane reported that he has not heard of any significant challenges, but users are still getting comfortable with the new platform insofar as layout and screen setups.

Commissioner Barton inquired about the PSERN transition. Assistant Chief Lane reported that the Department is working through challenges with noncompatible SCBAs/radios.

Commissioner Barton noted that Deputy Director Formisano did an excellent job at the recent Washington Association of Cities meeting. She reported that she heard positive feedback about her presentation.

**8. Adjournment**

**MOTION:** *Commissioner Barton moved to adjourn the meeting. The motion was seconded by Commissioner Halbert. The motion passed, 4-0.*

**Board Chair Collins adjourned the meeting at 5:38 p.m.**

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

*Derek van Veen*

Derek van Veen, Commissioner, Position 1

*Doug Halbert*

Doug Halbert, Commissioner, Position 2

*Anjela Barton*

Anjela Barton, Commissioner, Position 3

Left meeting early 07-19-22

Mike Millman, Commissioner, Position 4

*Roger Collins*

Roger Collins, Commissioner, Position 5



**Woodinville Fire & Rescue**

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

**Tuesday, July 19, 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,,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](mailto:NFrisch@esf-r.org) at least one hour prior to start of meeting. Please limit comments to three minutes.)

**Board Business Items**

1. Resolution 2022-03 – Adopting Rules of Procedure for the Board of Fire Commissioners
2. Fire Marshal Office Update
3. Executive Session for 20 minutes 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
4. EF&R Budget Presentation
5. Fire Chief Briefing
6. Consent Agenda
  - a. Approval of Minutes from the June 14, 2022 Regular Meeting
  - b. Approval of General Vouchers for \$726.91, \$3,584.14, and \$56,270.00
7. Reports and Requests from the Commissioners/Good of the Order
8. Adjournment

**WOODINVILLE FIRE & RESCUE  
RESOLUTION NO. 2022-03**

**A RESOLUTION ADOPTING  
RULES OF PROCEDURE FOR THE BOARD OF FIRE COMMISSIONERS**

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**RECITALS**

**WHEREAS**, the Woodinville Fire & Rescue (“District”) Board of Fire Commissioners (“Board”) adopts Resolution 2022-03 establishing the Rules of Procedure for the Woodinville Fire & Rescue Board of Fire Commissioners; and

**WHEREAS**, Resolution 2022-03 supersedes all previous resolutions relating to Board rules of procedure; and

**WHEREAS**, the Board believes that establishing rules of procedure will facilitate the management of meetings and benefit the public’s interest in accomplishing business on behalf of the citizens of the District;

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

The Board’s Rules of Procedure attached to this Resolution as Exhibit 1 and dated July 19, 2022 are adopted as the Board’s official procedures.

**ADOPTED AT A REGULAR MEETING OF THE BOARD OF FIRE  
COMMISSIONERS OF WOODINVILLE FIRE & RESCUE THIS 19<sup>th</sup> DAY OF JULY 2022.**

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

**Approved as to Form:**

/S/ Jeffrey Ganson  
Jeffrey Ganson, District Counsel

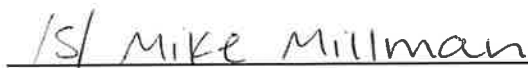
  
\_\_\_\_\_  
Derek van Veen, Commissioner, Position 1



Doug Halbert, Commissioner, Position 2



Anjela Barton, Commissioner, Position 3



Mike Millman, Commissioner, Position 4



Roger Collins, Commissioner, Position 5

**Attest:**



Nicole Frisch, Board Secretary



# **BOARD OF FIRE COMMISSIONERS RULES OF PROCEDURE**

**ADOPTED JULY 19, 2022  
By RESOLUTION 2022-03**



## **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.
- 1.2. 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.
- 1.3. 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.
- 1.4. 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.
- 1.5. In the event the Rules conflict with state law, the Board shall follow the applicable statutory requirements and promptly amend the Rules.
- 1.6. 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.
- 1.7. 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.
- 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.

### **4.0 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.

- 4.1.1.1 Call all Board meetings to order.

- 4.1.1.2 Adhere to the Board's approved meeting agenda.

- 4.1.1.3 Permit and manage public participation in Board meetings.

- 4.1.1.4 Manage Board discussion to ensure orderly participation of Commissioners.

- 4.1.1.5. Provide each Commissioner who requests to speak an opportunity to speak when recognized by the Chair.

- 4.1.1.6 State each motion before it is discussed and before it is voted on.

- 4.1.1.7 Put motions to a vote and announce the results.

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

- 4.2.1 Review/approve operating and capital budgets;

- 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;

- 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;
  - 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
  - 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.

## **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.

- 5.1.1. **Standing Committees:**

- 5.1.1.1. Standing Committees include but are not limited to: (a) Executive, (b) Finance, and (c) Intergovernmental Relations

- 5.1.2. **Special Committees:**

- 5.1.2.1. The Fire Chief, with the concurrence of the Board, shall be responsible for identifying Special Committee projects.

## **6.0 Fire Chief**

- 6.1. WF&R shall designate EF&R's duly appointed Fire Chief, or acting Fire Chief, as the Fire Chief of WF&R. EF&R's Fire Chief shall have and exercise all powers granted to the Fire Chief in WF&R's governing documents. EF&R's Fire Chief shall hire, discipline, discharge, and supervise all employees and volunteers of EF&R, including all employees and volunteers who provide service within WF&R's service area.
  - 6.1.1. To minimize interference with District operations, Commissioners shall submit all requests for staff assistance on District matters to the Fire Chief, whether those requests relate to Board committee work or a Commissioner's individual inquiry.
  - 6.1.2. The Fire Chief, 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.

## **7.0 Board Secretary**

- 7.1. The Fire Chief's Executive Administrative Assistant, or a designee, shall serve as the Board's Secretary, and provide administrative support to the Board.
- 7.2. 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.
- 7.3. 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 to act as Board Secretary for the meeting.
- 7.4. The Board Secretary shall keep and maintain a current year-to-date record of each Commissioner's attendance at all meetings.
- 7.5. The Board Secretary shall keep the minutes of all regular and special meetings of the Board and maintain all Board and committee records.

## **8.0 Preliminary Meeting Agenda Preparation**

- 8.1. 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.
  - 8.1.1. 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.
  - 8.1.2. The preliminary agenda will be posted to the District's website and posted on the bulletin board outside 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.
  - 8.1.3. 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.

## **9.0 Public Notice Meetings and Hearings**

- 9.1. **Notice of Regular and Special Meetings:**

- 9.1.1. 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 Station 31.

**9.2. Notice of Public Hearings and Quasi-Judicial Hearings:**

- 9.2.1. 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.

**10.0 Meetings**

**10.1. Open Public Meetings Act:**

- 10.1.1. All Board and Committee meetings shall comply with the requirements of RCW 42.30, Open Public Meetings Act.
- 10.1.2. 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:
  - 10.1.2.1. 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.
  - 10.1.2.2. Commissioners shall not participate in email discussions where three or more Board members are participants in the discussion on the email thread.
  - 10.1.2.3. 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).
  - 10.1.2.4. Commissioners shall not engage in any communication on any District sponsored social media website.

**10.2. Regular Meetings:**

- 10.2.1. The Board shall meet the second Tuesday of each month beginning at 1700 hours. The fourth Tuesday of each month shall be reserved for a study session or second regular meeting, if needed.
  - 10.2.1.1 Regular meetings shall be held at Fire Station 31, 17718 Woodinville Snohomish Road NE, Woodinville, WA 98072, unless public notice is given of another location.

10.2.1.2 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.

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

10.2.3. 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.

**10.3. Special Meetings:**

10.3.1. 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.

10.3.2. Special meeting notices shall be posted on the District website and on the bulletin board at Fire Station 31 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.

10.3.3. 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.

**10.4. Executive Sessions/Closed Sessions:**

10.4.1. 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.

10.4.2. 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.

10.4.3. 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.

- 10.4.4. The Board may include or exclude any and all persons and members of the public in an Executive or Closed Session.
- 10.4.5. 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.
- 10.5. **Committee Meetings:**
  - 10.5.1. Standing and special committee meetings may be held at times, dates, and locations determined by the committee members.
- 10.6. **Excused Absences:**
  - 10.6.1. 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.
  - 10.6.2. 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.
  - 10.6.3. 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.
  - 10.6.4. 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.
- 10.7. **Attendance of Executive Team Members:**
  - 10.7.1. 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.
- 10.8. **Meeting Decorum:**
  - 10.8.1. 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".
  - 10.8.2. Board appropriate attire will be casual business attire, which includes District logo wear.
  - 10.8.3. 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.

10.8.4. 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.

10.8.5. 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.

## **11.0 Quorum:**

11.1. 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.

11.2. 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.

## **12.0 Order of Business during Regular Meetings**

12.1. The order of business for each regular meeting shall be as follows, unless modified by the Board:

12.1.1. Call to Order

12.1.2. Pledge of Allegiance

12.1.3. Roll Call

12.1.4. Consideration and Approval of Agenda in Content and Order

12.1.5. Public Comment

12.1.6. Board Business (Presentations, Staff Reports, and/or Resolutions)

12.1.7. Fire Chief's Report

12.1.8. Consent Agenda

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

12.1.10. Executive Session (if necessary)

## **13.0 Public Participation**

### **13.1. Comments & Material Provided by Residents:**

13.1.1. Per the published agenda, residents wishing to address the Board may sign up at least one hour prior to the start of the Board meeting by emailing the Board Secretary with their name and the topic they wish to speak about. Residents may also sign up to speak upon arrival at the

meeting via the provided sign-in sheet. At their discretion, the Board may allow residents who have not signed in to speak.

- 13.1.2. For the record, residents must state their name, address and the organization (if any) they represent.
- 13.1.3. Individual residents 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. The Board will do their best to ensure fair representation of both sides of a given issue. The total comment period shall not exceed 30 minutes total. At their discretion, the Board may allow the public comment period to exceed 30 minutes.
- 13.1.4. The Board Chair or Board Secretary shall instruct the speaker that their comments are being recorded.
- 13.1.5. 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.
- 13.1.6. Residents may provide documents or materials to the Board Secretary before or after speaking at the lectern for future consideration by the Board.

**13.2. Board Response:**

- 13.2.1. 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.
- 13.2.2. Commissioners are encouraged to ask questions of residents 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.

**14.0 Voting**

- 14.1. 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:
  - 14.1.1. The matter has been discussed by the Board at a previous meeting; or
  - 14.1.2. The matter has been placed on the agenda prior to the meeting; or

- 14.1.3. The matter is considered by a majority vote of the Board to constitute an exigent circumstance that warrants immediate consideration and possible action.
- 14.2. 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.
- 14.3. In the event of a tie vote on a matter, that matter shall be considered defeated.
- 14.4. 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.

## **15.0 Meeting Minutes**

- 15.1. 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.
- 15.2. 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.

## **16.0 Code of Ethics / Appearance of Fairness**

- 16.1. Commissioners shall comply with RCW 42.23, Code of Ethics for Municipal Officers – Contract Interests, and RCW 42.36, Appearance of Fairness Doctrine - Limitations.
- 16.2. 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.
- 16.3. 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.
- 16.4. 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.

## **17.0 Confidentiality**

- 17.1. 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.

- 17.2. 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.
- 17.3. 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.
- 17.4. 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.

## **18.0 Public Records Requests**

- 18.1. 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.
- 18.2. 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.
- 18.3. 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.

## **19.0 Equipment Issue**

- 19.1. 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.
- 19.2. Commissioners will not be issued radios, pagers or turn-out gear, and are not expected or encouraged to respond to fire or emergency calls.
- 19.3. When a Commissioner's term expires, Commissioners shall promptly return all District-issued equipment to the District.

## **20.0 Commissioner Compensation**

- 20.1. 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.
- 20.2. 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.
- 20.3. 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:
  - 20.3.1. All scheduled meetings of the Board, regular and special.
  - 20.3.2. Board-level committee meetings, whether standing or special committees.
  - 20.3.3. 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.
  - 20.3.4. 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.
- 20.4. 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:
  - 20.4.1. Fire District-related seminars and educational classes
  - 20.4.2. Fire District public functions (e.g., pancake breakfast, open house, etc.).
  - 20.4.3. Other District-Related Activities with two or more participants.
- 20.5. 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:

- 20.5.1. Date.
  - 20.5.2. Duty performed.
  - 20.5.3. Start and end time.
  - 20.5.4. Date of Board approval (or “N/A” if pre-approved).
  - 20.5.5. Details to include location, attendees, class title, etc. as applicable.
  - 20.5.6. Any supporting documentation as necessary.
- 20.6. 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.
- 20.7. Missing or incomplete forms will result in a delay in the remuneration to the Commissioner.

## **21.0 Travel**

- 21.1. 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.
- 21.2. The Board Secretary will assist in processing requests for travel/training by processing registrations, the *Travel Advance* form and booking travel and lodging.
- 21.3. 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.
- 21.4. Commissioners will follow the procedure in District Policy 2206, Travel Authorization and Expenses for travel approval and reimbursement.

## **22.0 Personal Liability Protection**

- 22.1. 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:

- 22.1.1. 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.
- 22.1.2. The cause of action must not have arisen as a result of intentional, willful or criminal conduct of the Commissioner.

**22.2 Requests for Defense and Liability Coverage**

- 22.2.1. 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.
  - 22.2.1.1. The matter shall be referred to the District's attorney for investigation and review.
  - 22.2.1.2. The District's attorney shall fully investigate the facts and circumstances of the litigation and the actions of the defendant Commissioner.
  - 22.2.1.3. 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.
  - 22.2.1.4. The Board of Commissioners shall make the final determination based on the report and investigation of the attorney.



## ABOUT US

The Fire Marshal's Office (FMO) includes a Fire Marshal, two Assistant Fire Marshals, and one Inspector. The division serves the communities of Issaquah, North Bend, Sammamish, Woodinville, Fire Districts 10 and 38, Carnation and Duvall. Our goal is to provide a safe community for both citizens and firefighters. A safe environment is provided and maintained through new construction plan review, inspections and inspecting existing businesses.

## PLAN REVIEWS

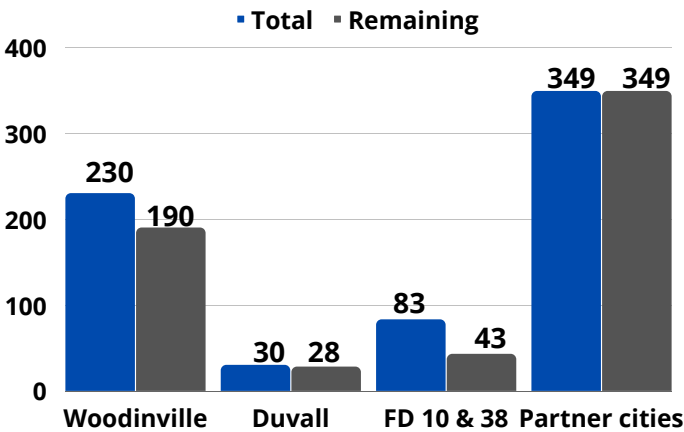
The FMO's office reviews construction plans for new buildings, upfits, and additions to existing buildings that are located within the city limits of EF&R's service area.

**2022 YTD = 775 Plan reviews completed**

Annual	2020	2021	2022
EF&R	825	1,114	524
Woodinville	239	235	151
Duvall	61	116	100

## Operational Permit Annual Inspections

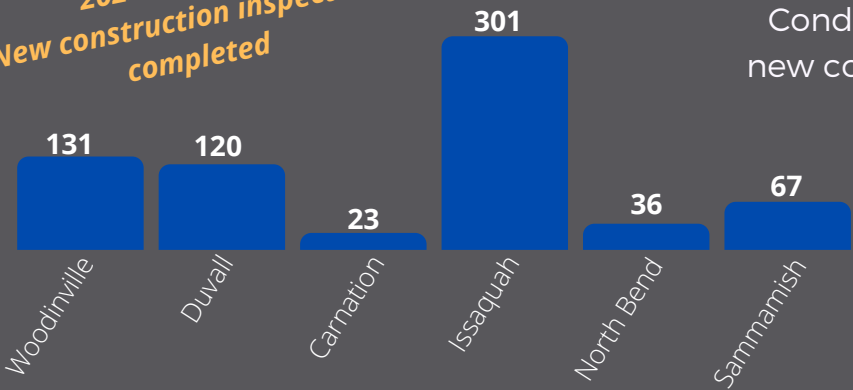
Operational permits are issued for specific businesses due to occupancies, processes, storage, handling, or use, as a high hazardous occupancy. The FMO issues permits for the cities of Woodinville, Duvall and Fire Districts 10 & 38. A proposal is being made to the EF&R Board for consideration to implement a consistent permitted occupancy fire program throughout EF&R's service area.



## COMPANY LEVEL INSPECTIONS: EFFICIENCIES GAINED

Company level inspections were suspended for 2022 to assess & streamline inspection software programs. Reduced from two programs to one. Currently in Phase I, design and implementation. Phase II will include firefighter inspection training and inspection software training with the goal to resume company level inspections in 2023.

**2022 YTD = 678  
New construction inspections  
completed**



## NEW CONSTRUCTION INSPECTIONS

Conducted by a certified Inspector and includes new construction inspections and re-inspections.

Annual	2020	2021
EF&R	845	1,116
Woodinville	152	200
Duvall	131	183



# Presented at the Eastside Fire & Rescue Finance & Administration Committee Meeting

June 22, 2022



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PROUDLY SERVING: ISSAQUAH, NORTH BEND, SAMMAMISH, FIRE DISTRICTS 38 & 10 INCLUDING CARNATION

# FAC Schedule – June 22, 2022

1. Overview of 2023-24 Expense and Revenue Budget – First Review
  - a. Sustaining current service levels
  - b. Planning for inflation
2. Revenue projection discussion
3. End Fund Balance (EFB) projection and strategy discussion
  - a. Projected EFB as of May 2022
4. Funding Formula Update Explanation
5. Equipment Replacement Fund First Review
6. Capital Facilities and Maintenance Fund First Review



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PROUDLY SERVING: ISSAQUAH, NORTH BEND, SAMMAMISH, FIRE DISTRICTS 38 & 10 INCLUDING CARNATION

# FAC Schedule – July 27, 2022

1. Update projected assumptions
2. Equipment Replacement Fund Final review and possible recommendation
3. Capital Facilities Maintenance Fund Final review and possible recommendation
4. Expense and Revenue Budget – Second Review
5. Updated End Fund Balance projection
  - a. Discuss preferred options for use of any available EFB
6. Ambulance Collection Rate First Review and possible recommendation
  - a. No changes being recommended
7. CORE Program First Review
8. New Fee discussion and possible recommendations
  - a. Treat and Refer Program fees
  - b. Fire Inspection fee considerations



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# FAC Schedule – August 24, 2022

- TBD – Only if Needed



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PROUDLY SERVING: ISSAQUAH, NORTH BEND, SAMMAMISH, FIRE DISTRICTS 38 & 10 INCLUDING CARNATION

# FAC Schedule – September 28, 2022

- 1.Update projected assumptions
- 2.Updated End Fund Balance projection
- 3.Expense and Revenue Budget – Third Review
- 4.Ambulance Collection Rate Final Review
- 5.CORE Program Final Review
- 6.Finalize recommendations to the EF&R Board October 13, 2022 meeting:
  - 1.Equipment Replacement Fund
  - 2.Capital Facilities and Maintenance Fund
  - 3.Operating and Revenue Expense Fund
  - 4.Ambulance Collection Rate
  - 5.End Fund Balance



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# 2023 – 2024 Budget

- Assumes 8% CPI-W for June of 2022
- Assumes 4% CPI-W for June of 2023
- Incorporates Wildfire Mitigation Program approved in March 2023
- Incorporates MIH Program enhancements covered by King County EMS Levy
- No new programs added
- Incorporates Woodinville Contract Revenue



# 2023-2024 Expense Projections - Personnel

Item	2022	2023	2024
Salary and Wages	\$ 17,603,355	\$ 26,801,823	\$ 27,909,370
Education Incentive Pay	\$ 273,870	\$ 313,092	\$ 358,010
Deferred Compensation	\$ 754,073	\$ 1,240,443	\$ 1,266,096
Longevity Pay	\$ 727,244	\$ 949,867	\$ 892,334
Overtime	\$ 1,930,486	\$ 3,213,418	\$ 3,133,502
Leave Cashout Expenses	\$ 247,109	\$ -	\$ -
Total Salary:	\$ 21,536,137	\$ 32,518,643	\$ 33,559,312
Healthcare Benefits	\$ 4,599,562	\$ 6,706,731	\$ 6,814,193
Life Insurance Premium Expense	\$ 12,500	\$ 12,500	\$ 12,500
Disability Insurance	\$ 7,685	\$ 9,478	\$ 9,478
Payroll Taxes	\$ 1,021,314	\$ 1,446,634	\$ 1,449,337
Employee Assistance Program	\$ 5,500	\$ 6,000	\$ 6,000
LEOFF 1 Medical Expense	\$ 134,897	\$ 139,950	\$ 149,035
Post Retirement Medical Program	\$ 408,000	inc. Healthcare	inc. Healthcare
HRA	\$ 15,000	\$ -	\$ -
Pension Expense	\$ 1,260,611	\$ 1,889,353	\$ 1,946,743
WA Paid FML	\$ -	\$ 50,695	\$ 52,429
Physicals/Hearing	\$ -	\$ 16,550	\$ 17,185
Total Benefits:	\$ 7,465,069	\$ 10,277,891	\$ 10,456,900
Woonville Add:	\$ 10,232,973	inc. above	inc. above
Total:	\$ 39,234,179	\$ 42,796,534	\$ 44,016,212
		9.08%	2.85%



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# 2023-2024 Expense Projections –Supplies & Services

Item	2022	2023	2024
Office and Operating Supplies	\$ 466,999	\$ 660,698	\$ 681,810
Uniforms and Protective Clothing	\$ 194,318	\$ 229,786	\$ 220,426
Fuel Expense	\$ 165,000	\$ 275,000	\$ 286,000
Small Tools and Equipment	\$ 88,685	\$ 166,090	\$ 119,110
Software Licenses	\$ 205,000	\$ 343,015	\$ 311,602
<b>Total Supplies</b>	<b>\$ 1,120,002</b>	<b>\$ 1,674,589</b>	<b>\$ 1,618,948</b>
Professional Services	\$ 606,061	\$ 1,194,830	\$ 1,224,070
Communications	\$ 1,127,711	\$ 1,371,985	\$ 1,436,367
Travel	\$ 43,700	\$ 88,825	\$ 91,329
Equipment Rental/Lease	\$ 38,100	\$ 95,660	\$ 99,546
Insurance	\$ 235,000	\$ 306,784	\$ 319,055
Utilities	\$ 250,000	\$ 406,345	\$ 422,625
Maintenance and Repair	\$ 290,000	\$ 440,225	\$ 446,500
Dues and Subscriptions	\$ 199,188	\$ 150,745	\$ 156,201
Training and Education	\$ 122,050	\$ 293,697	\$ 287,954
Laundry	\$ 5,000	<i>Included in above</i>	<i>Included in above</i>
Miscellaneous	\$ 26,250	<i>Included in above</i>	<i>Included in above</i>
<b>Total Services</b>	<b>\$ 2,943,060</b>	<b>\$ 4,349,096</b>	<b>\$ 4,483,645</b>
Woodinville ILA addition	\$ 1,560,702	<i>Included in above</i>	<i>Included in above</i>
<b>Grand Total</b>	<b>\$ 5,623,764</b>	<b>\$ 6,023,685</b>	<b>\$ 6,102,593</b>
		<b>7.11%</b>	<b>1.31%</b>



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**PROUDLY SERVING: ISSAQUAH, NORTH BEND, SAMMAMISH, FIRE DISTRICTS 38 & 10 INCLUDING CARNATION**



# 2023-2024 Revenue Projections

BIAS Account Description	2022 Year	2023 Year-Draft 1	2024 Year - Draft 1	% change from 2022 to 2023	Dollar change from 2022 to 2023
Local Grants, Entitlements and Other Payments - King County EMS Levy	2,112,711	2,265,244	2,287,896	7.22%	152,533.00
Ambulance Service - Fee for Transport	2,830,674	3,395,032	3,428,982	19.94%	564,358.00
MVA Recovery - GEMT - BRYCER	17,000	330,000	330,000	1841.18%	313,000.00
Woodinville Fire & Rescue	13,184,866	14,270,591	14,733,800	8.23%	1,085,724.64
Fire Protection and Emergency Medical Services - Snoqualmie Tribe	354,276	354,276	354,276	0.00%	-
Code Enforcement Revenue	0	0	0		-
Cost Recovery	539,217	501,400	518,576	-7.01%	(37,817.00)
Shop Revenue	37,000	75,000	77,000	102.70%	38,000.00
Intergovernmental Revenue	28,290	142,890	142,890	405.09%	114,600.00
Sales Revenue	0	0	0		-
Investment Income (Net)	68,800	43,000	48,000	-37.50%	(25,800.00)
Miscellaneous Revenue	1,000	1,000	1,000	0.00%	-
Non-Partnership Revenue	19,173,834	21,378,433	21,922,420	11.50%	2,204,598.64
					-
Partner revenue - Operations	26,383,240	27,441,786	28,193,145	4.01%	1,058,546.26
	4.18%	4.01%	2.74%		
					-
Funded from Reserves	155,923			-100.00%	(155,923.00)
<b>Total Operating Revenues</b>	<b>45,712,997</b>	<b>48,820,219</b>	<b>50,115,565</b>	<b>6.80%</b>	<b>3,107,221.90</b>



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# End Fund Balance Projection – May 2022

End Fund Balance Projection	
	May
Cash	\$ 9,478,557
Fully Funded Liability Fund	\$ (2,104,674)
Retainage for Impaired Investment	\$ 1,250
<b>Total Current Assests</b>	<b>\$ 7,375,133</b>
Available Ending Fund Balance	\$ 7,375,133
10% Operating Reserve	\$ 5,027,822
<b>Available Ending Fund Balance</b>	<b>\$ 2,347,311</b>

- Projection will be updated again in July
- Liability Fund Fully Funded
- 10% Operating Reserve Fully Funded



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# End Fund Balance Policy Priorities

- Fully fund Liability Reserve Fund
- Fully fund 10% Operating Reserve
- Utilize for one-time purchasing needs
- Offset Partner contributions



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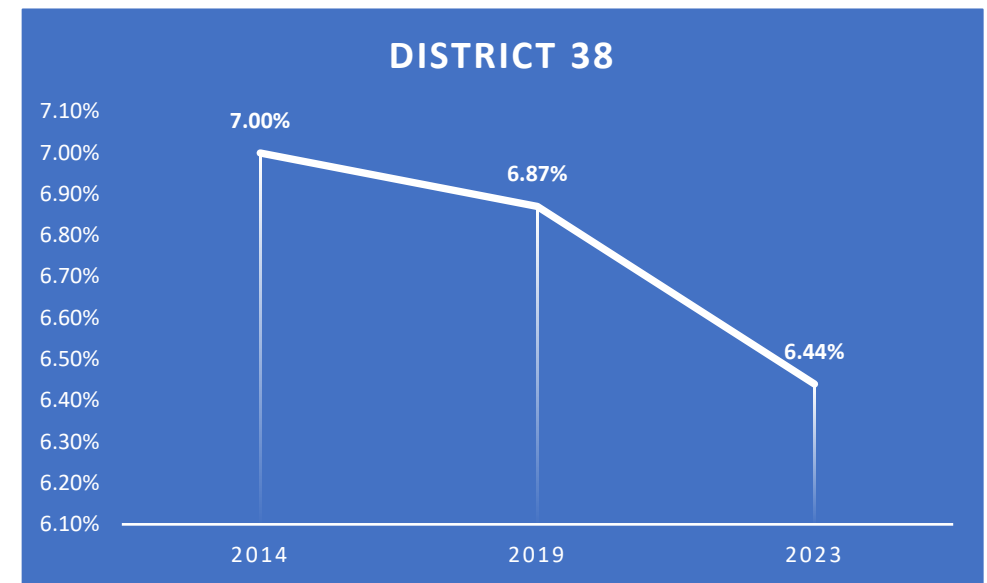
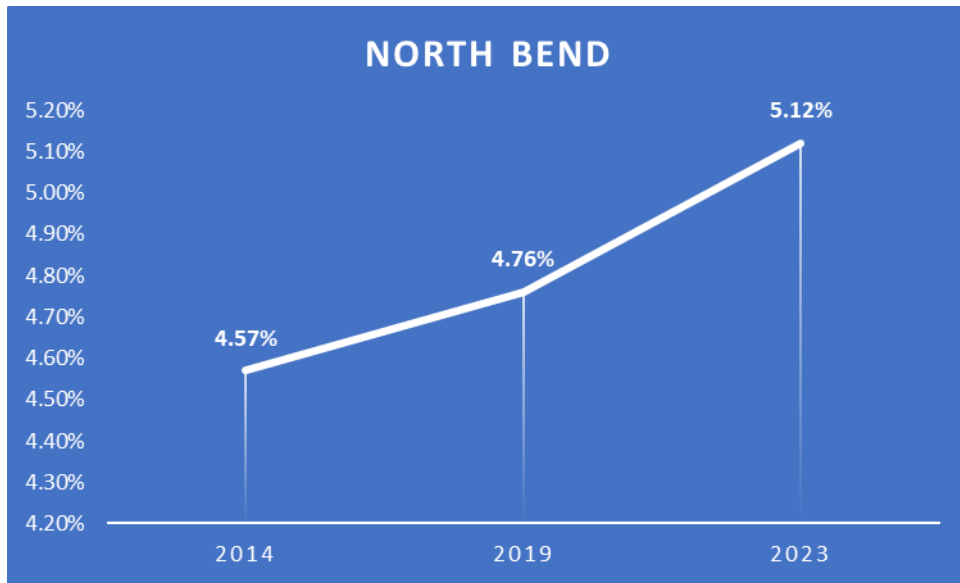
# End Fund Balance Considerations

- 2023-2024 Grant Match for PFAS - \$750,000
- 2025-2026 Grant Match for PFAS - \$2,500,000
- Pay 2023 Equipment Replacement Fund Payment - \$1,090,938
- Pay 2023 & 2023 Capital Facilities & Maintenance Fund Payments - \$150,000
- Reduce 2024 Equipment Replacement Fund Payment - \$????



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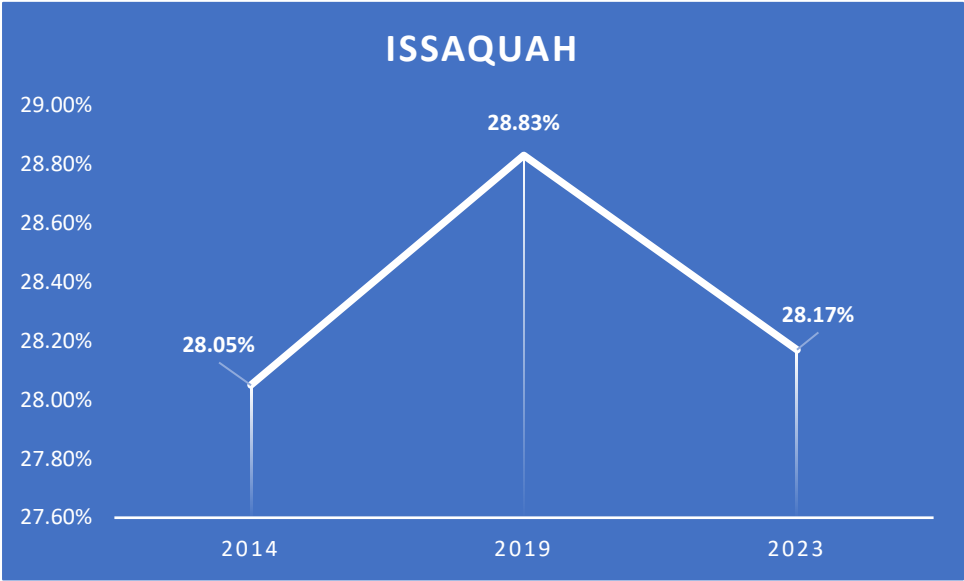
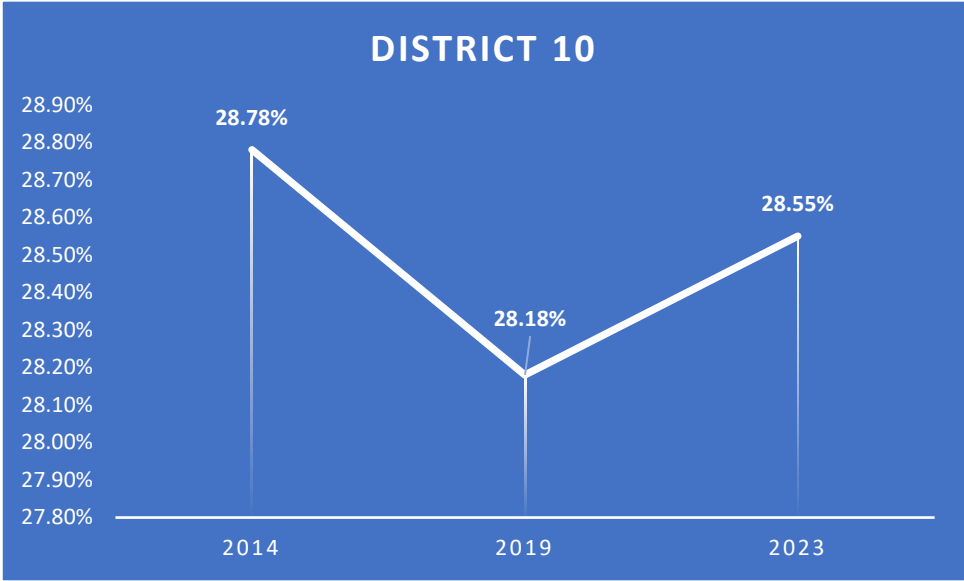
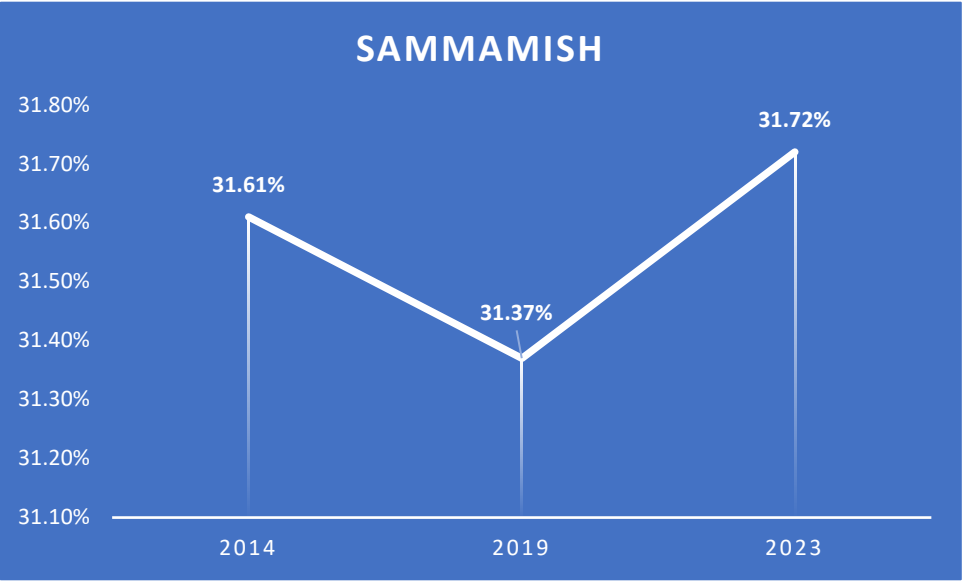


Funding Formula Distribution History			
	2014 thru 2018	2019 thru 2022	2023 thru 2024
North Bend	4.57%	4.76%	5.12%
District 10	28.78%	28.18%	28.55%
Issaquah	28.05%	28.83%	28.17%
Sammamish	31.61%	31.37%	31.72%
District 38	7.00%	6.87%	6.44%
Decreased			
Increased			



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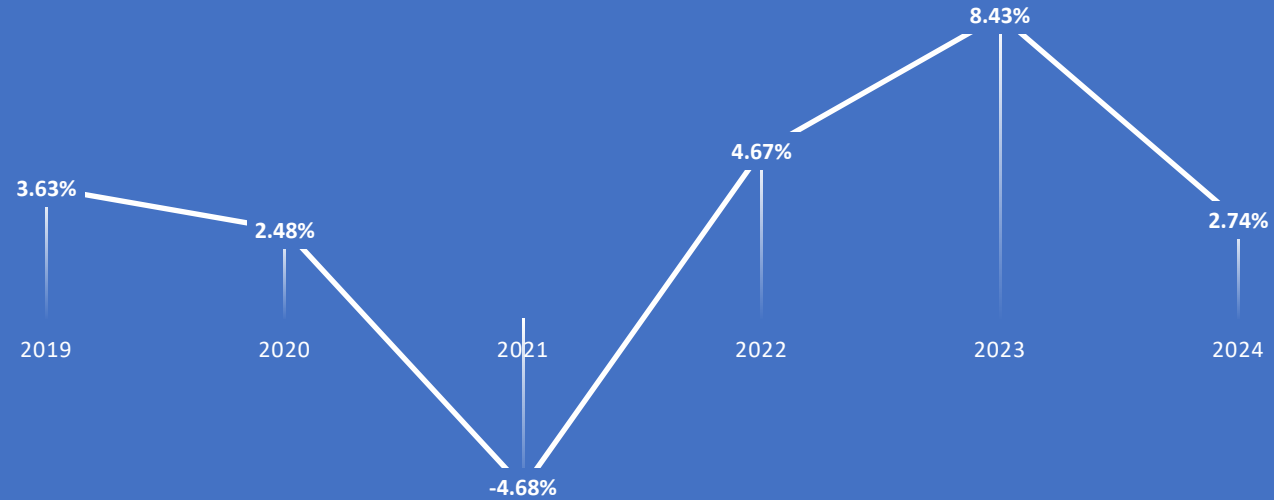
**PROUDLY SERVING: ISSAQUAH, NORTH BEND, SAMMAMISH, FIRE DISTRICTS 38 & 10 INCLUDING CARNATION**



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**PROUDLY SERVING: ISSAQUAH, NORTH BEND, SAMMAMISH, FIRE DISTRICTS 38 & 10 INCLUDING CARNATION**

## TOTAL PARTNER CONTRIBUTIONS HISTORY



Total Partner Contributions							
	2018	2019	2020	2021	2022	2023	2024
North Bend	\$1,134,505	\$1,223,266	\$1,240,200	\$1,198,942	\$1,254,929	\$1,465,434	\$1,505,598
District 10	\$7,180,148	\$7,252,972	\$7,436,706	\$7,101,848	\$7,433,480	\$8,166,427	\$8,390,254
Issaquah	\$6,977,172	\$7,430,640	\$7,618,820	\$7,265,881	\$7,605,172	\$8,058,956	\$8,279,838
Sammamish	\$7,864,991	\$8,123,760	\$8,329,301	\$7,908,353	\$8,277,645	\$9,074,270	\$9,322,979
District 38	\$1,742,929	\$1,774,145	\$1,819,055	\$1,731,174	\$1,812,014	\$1,842,638	\$1,893,141
Total Partner Contributions:	\$24,899,745	\$25,804,783	\$26,444,082	\$25,206,198	\$26,383,240	\$28,607,725	\$29,391,810
		3.63%	2.48%	-4.68%	4.67%	8.43%	2.74%

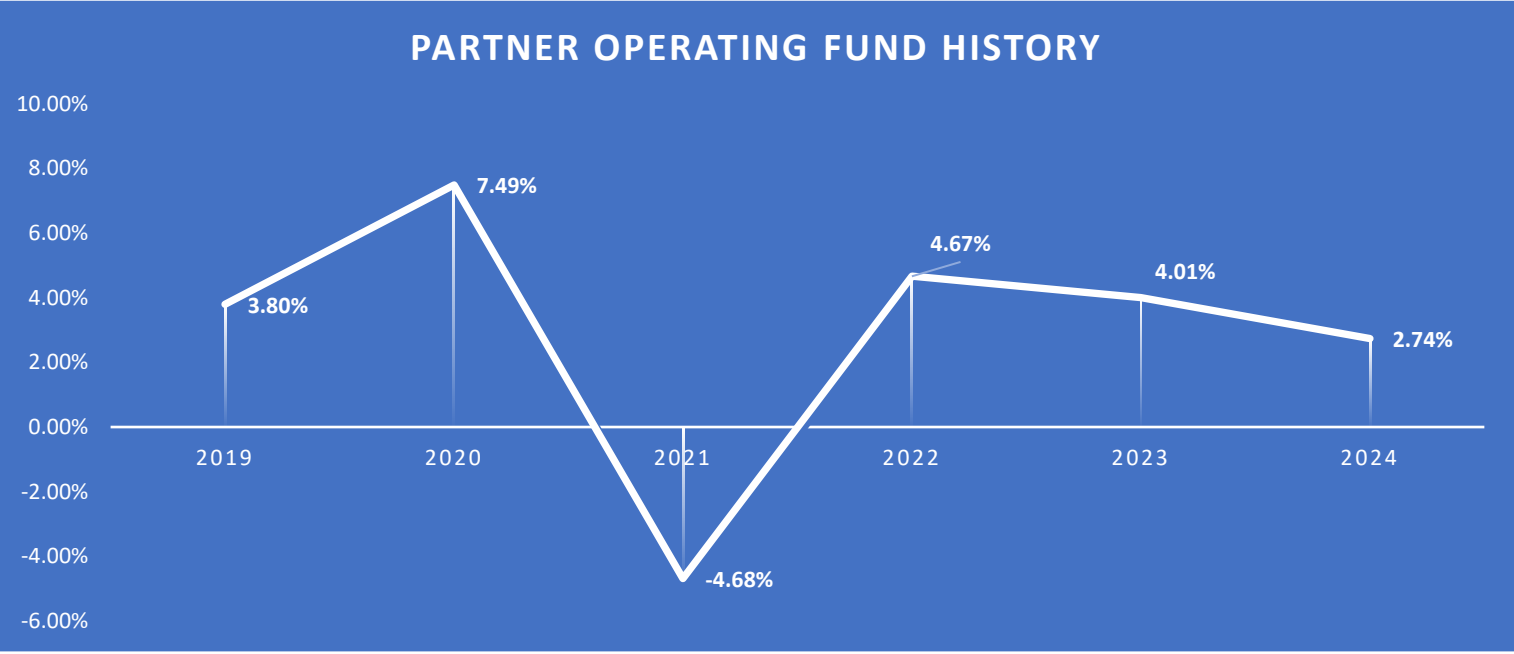


ISSAQUAH, NORTH BEND, SAMMAMISH, WOODINVILLE

FIRE DISTRICTS 38 & 10, INCLUDING CARNATION

*Excellence in Service*

*Dedication to Community*



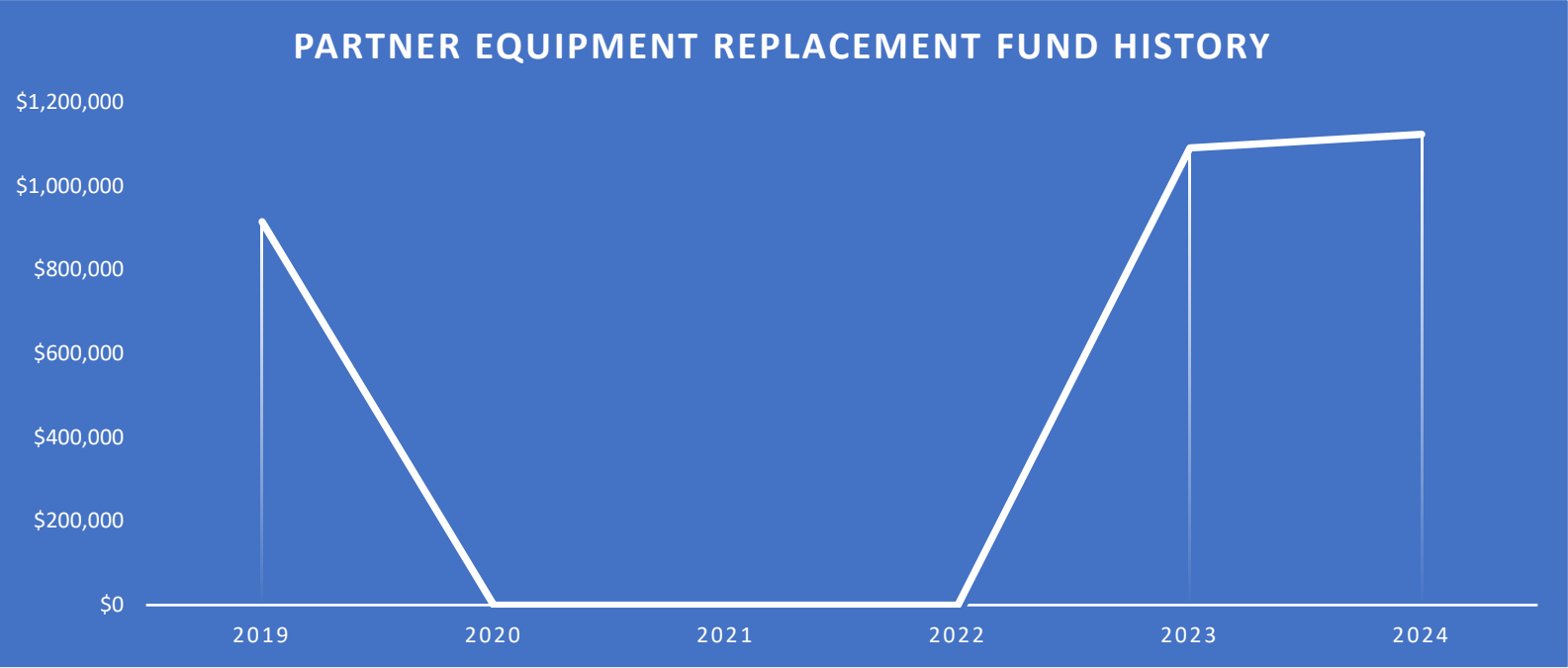
Operating Fund							
	2018	2019	2020	2021	2022	2023	2024
North Bend	\$1,082,460	\$1,170,137	\$1,240,200	\$1,198,942	\$1,254,929	\$1,405,708	\$1,444,197
District 10	\$6,820,436	\$6,931,226	\$7,436,706	\$7,101,848	\$7,433,480	\$7,833,595	\$8,048,080
Issaquah	\$6,647,581	\$7,091,317	\$7,618,820	\$7,265,881	\$7,605,172	\$7,730,505	\$7,942,167
Sammamish	\$7,490,646	\$7,718,354	\$8,329,301	\$7,908,353	\$8,277,645	\$8,704,439	\$8,942,767
District 38	\$1,659,287	\$1,689,583	\$1,819,055	\$1,731,174	\$1,812,014	\$1,767,539	\$1,815,935
Total:	\$23,700,410	\$24,600,617	\$26,444,082	\$25,206,198	\$26,383,240	\$27,441,786	\$28,193,146
		3.80%	7.49%	-4.68%	4.67%	4.01%	2.74%



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**PROUDLY SERVING: ISSAQUAH, NORTH BEND, SAMMAMISH, FIRE DISTRICTS 38 & 10 INCLUDING CARNATION**





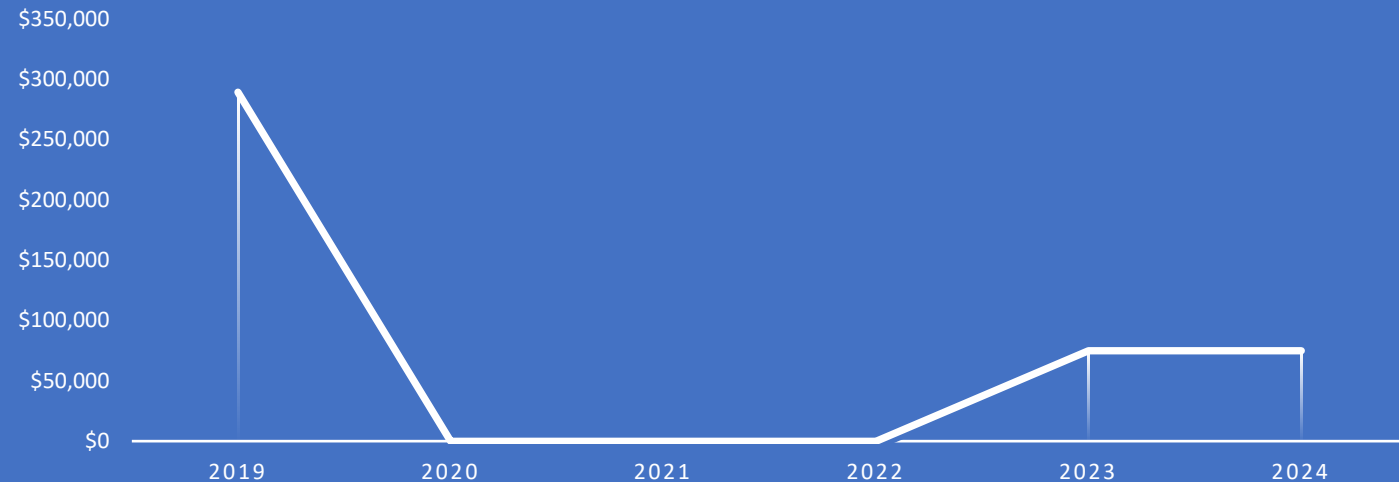
Equipment Replacement Fund							
	2018	2019	2020	2021	2022	2023	2024
North Bend	\$41,826	\$43,520	\$0	\$0	\$0	\$55,883	\$57,560
District 10	\$263,541	\$257,786	\$0	\$0	\$0	\$311,422	\$320,764
Issaquah	\$256,862	\$263,740	\$0	\$0	\$0	\$307,323	\$316,543
Sammamish	\$289,438	\$287,061	\$0	\$0	\$0	\$346,042	\$356,423
District 38	\$64,115	\$62,839	\$0	\$0	\$0	\$70,268	\$72,376
Total:	\$915,782	\$914,946	\$0	\$0	\$0	\$1,090,938	\$1,123,666



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**PROUDLY SERVING: ISSAQUAH, NORTH BEND, SAMMAMISH, FIRE DISTRICTS 38 & 10 INCLUDING CARNATION**

## PARTNER CAPITAL FACILITIES & MAINTENANCE FUND HISTORY



Capital Facilities & Maintenance Fund							
	2018	2019	2020	2021	2022	2023	2024
North Bend	\$10,219	\$9,609	\$0	\$0	\$0	\$3,842	\$3,842
District 10	\$96,170	\$63,961	\$0	\$0	\$0	\$21,410	\$21,410
Issaquah	\$72,729	\$75,583	\$0	\$0	\$0	\$21,128	\$21,128
Sammamish	\$84,906	\$118,346	\$0	\$0	\$0	\$23,790	\$23,790
District 38	\$19,527	\$21,723	\$0	\$0	\$0	\$4,831	\$4,831
Total:	\$283,551	\$289,222	\$0	\$0	\$0	\$75,001	\$75,001



*Excellence in Service • Dedication to Community*

**PROUDLY SERVING: ISSAQUAH, NORTH BEND, SAMMAMISH, FIRE DISTRICTS 38 & 10 INCLUDING CARNATION**

# Equipment Replacement Plan Review

See Excel Schedule



*Excellence in Service • Dedication to Community*

**PROUDLY SERVING: ISSAQUAH, NORTH BEND, SAMMAMISH, FIRE DISTRICTS 38 & 10 INCLUDING CARNATION**

# Capital & Facilities Maintenance Plan Review

See Excel Schedule



*Excellence in Service • Dedication to Community*

**PROUDLY SERVING: ISSAQUAH, NORTH BEND, SAMMAMISH, FIRE DISTRICTS 38 & 10 INCLUDING CARNATION**



**Eastside Fire & Rescue  
Finance & Administrative Committee**

**FAC Budget Workplan**

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**June 22, 2022 – one-hour meeting (12:00 p. m. – 1:00 p.m.)**

1. Overview of 2023-24 Expense and Revenue Budget – First Review
  - a. Sustaining current service levels
  - b. Planning for inflation
2. Revenue projection discussion
3. End Fund Balance (EFB) projection and strategy discussion
  - a. Projected EFB as of May 2022
4. Funding Formula Update Explanation
5. Equipment Replacement Fund First Review
6. Capital Facilities and Maintenance Fund First Review

**July 27, 2022 – Two-hour meeting (12:00 p. m. – 2:00 p.m.)**

1. Update projected assumptions
2. Equipment Replacement Fund Final review and possible recommendation
3. Capital Facilities Maintenance Fund Final review and possible recommendation
4. Expense and Revenue Budget – Second Review
5. Updated End Fund Balance projection
  - a. Discuss preferred options for use of any available EFB
6. Ambulance Collection Rate First Review and possible recommendation
  - a. No changes being recommended
7. CORE Program First Review
8. New Fee discussion and possible recommendations
  - a. Treat and Refer Program fees
  - b. Fire Inspection fee considerations

**August 24, 2022 - TBD if needed**

**September 28, 2022 – One-hour meeting (12:00 p.m. – 1:00 p.m.)**

1. Update projected assumptions
2. Updated End Fund Balance projection
3. Expense and Revenue Budget – Third Review
4. Ambulance Collection Rate Final Review
5. CORE Program Final Review
6. Finalize recommendations to the EF&R Board October 13, 2022 meeting:
  - a. Equipment Replacement Fund
  - b. Capital Facilities and Maintenance Fund
  - c. Operating and Revenue Expense Fund
  - d. Ambulance Collection Rate
  - e. End Fund Balance

2023-2024 CFMF Scheduled Maintenance Expenditures			
Fund Balance		\$ 395,880.00	\$ 250,880.00
Partner Contributions		\$ 75,000.00	\$ 75,000.00
Woodinville Contribution		\$ 75,000.00	\$ 75,000.00
Expenditures		\$ 295,000.00	\$ 365,000.00
Net		\$ 250,880.00	\$ 35,880.00
Description	Station	2023	2024
Interior door repair	87	\$ 20,000.00	
Classroom upgrade	HQ	\$ 50,000.00	
	85		\$ 50,000.00
Painting - Exterior	81		\$ 15,000.00
Brivo card lock system	31	\$ 35,000.00	
	33	\$ 15,000.00	
	35	\$ 20,000.00	
Resealing concrete floors			
	72		\$ 25,000.00
	78	\$ 15,000.00	
	85		\$ 35,000.00
Extractors - Replace	72		\$ 15,000.00
Septic/Sewer updates	81	\$ 10,000.00	
LED lighting upgrades (bays)	73	\$ 15,000.00	
	81	\$ 5,000.00	
	85	\$ 15,000.00	
Hazardous Tree Removal	31	\$ 10,000.00	
Exhaust Equipment	31		\$ 100,000.00
	33		\$ 50,000.00
	35		\$ 50,000.00
4 Post Vehicle Lift System	HQ	\$ 40,000.00	
Classroom soundproofing	HQ	\$ 20,000.00	
Unanticipated Repairs		\$ 25,000.00	\$ 25,000.00
Total Planned Expenditures:		\$ 295,000	\$ 365,000

Building has settled and a number of interior doors need realignment and drywall needs repairing  
Add partition wall and better AV equipment  
Casework and AV equipment

Need to get installed for better access control (includes Annex)  
Need to get installed for better access control  
Need to get installed for better access control

Provided for better energy cost savings  
Provided for better energy cost savings  
Provided for better energy cost savings  
Trees between 31 and the Annex  
System was upgraded in 2021, it's a mix of two manufacturer's products, need to 100% to Niederman  
System was upgraded in 2021, it's a mix of two manufacturer's products, need to 100% to Niederman  
System was upgraded in 2021, it's a mix of two manufacturer's products, need to 100% to Niederman  
Allows for working on Horton aid cars from Woodinville

					2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039
	Cash Balance				\$1,226,340	\$2,051,303	\$2,595,121	\$2,490,657	\$390,708	\$678,515	\$478,603	\$1,288,525	\$1,456,220	\$1,834,485	\$2,097,973	\$2,854,070	\$1,389,437	\$2,398,341	\$2,271,228	\$2,958,276	\$3,881,031	\$4,943,183	\$3,881,031	\$2,507,158	\$1,147,801
	Contributions				\$914,945	\$942,393	\$94,500	\$0	\$1,090,938	\$1,123,666	\$1,157,376	\$1,192,097	\$1,227,860	\$1,264,696	\$1,302,637	\$1,341,716	\$1,381,968	\$1,423,427	\$1,466,129	\$1,510,113	\$1,555,417	\$1,602,079	\$1,555,417	\$1,602,079	\$1,650,142
	Contract Agency Contributions						\$42,619	\$170,477	\$175,591	\$180,859	\$186,285	\$191,873	\$197,630	\$203,558	\$209,665	\$215,955	\$222,434	\$229,107	\$235,980	\$243,059	\$250,351	\$257,862	\$250,351	\$257,862	\$265,598
	Purchases				\$626,158	\$398,575	\$1,341,584	\$2,270,426	\$978,723	\$1,504,437	\$533,739	\$1,216,276	\$1,047,224	\$1,204,767	\$756,206	\$3,022,304	\$595,497	\$1,779,647	\$1,015,061	\$830,418	\$743,616	\$4,984,146	\$2,507,158	\$3,219,298	\$1,049,014
	Net				\$2,051,303	\$2,595,121	\$1,390,657	\$390,708	\$678,515	\$478,603	\$1,288,525	\$1,456,220	\$1,834,485	\$2,097,973	\$2,854,070	\$1,389,437	\$2,398,341	\$2,271,228	\$2,958,276	\$3,881,031	\$4,943,183	\$1,818,978	\$3,179,642	\$1,147,801	\$2,014,526
	Type	New	leplac	Replace	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039
8839	Engine 173	2010	20	2030												\$969,234									
8840	Engine 178	2010	20	2030												\$969,234									
8842	Engine 183	2012	20	2032														\$1,008,391							
8843	Engine 187	2016	20	2036																		\$1,091,515			
8845	Engine 185	2016	20	2036																		\$1,091,515			
8845	Engine 172	2016	20	2036																		\$1,091,515			
	Engine 182 (Quint)	See line 46					\$811,012																		
8832	Backup Engine	2001	25	2026	REPLACEMENT TRICKLE DOWN FROM FRONT-LINE UNITS																				
8833	Backup Engine	2001	25	2026																					
8834	Backup Engine	2003	25	2028																					
8835	Reserve (wildland 76)	2004	25	N/A																					
8836	Reserve (wildland 74)	2004	25	N/A																					
8841	Reserve (E288)	2012	25	N/A																					
	Subtotal				\$0	\$0	\$811,012	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,938,468	\$0	\$1,008,391	\$0	\$0	\$0	\$3,274,545	\$0	\$0	\$0
	Tax				\$0	\$0	\$81,101	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$193,847	\$0	\$100,839	\$0	\$0	\$0	\$327,455	\$0	\$0	\$0
	Total				\$0	\$0	\$892,113	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,132,315	\$0	\$1,109,230	\$0	\$0	\$0	\$3,602,000	\$0	\$0	\$0
	Type	New	leplac	Replace	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039
7842	Aid 171	2017	10	2027									\$247,236										\$295,470		
7843	Aid 183	2017	10	2027									\$247,236										\$295,470		
7840	Aid 178	2014	10	2024					\$228,408										\$278,428						
7839	Aid 187	2011	10	2021								\$242,388										\$295,470			
7838	Aid 185	2011	10	2021								\$242,388										\$295,470			
7841	Back up Aid Unit	2015	20	2035	REPLACEMENT TRICKLE FROM FRONT-LINE AID UNITS																				
7826	Back up Aid Unit	1999	20	2019																					
7828	Aid 276 (reserve)	1999	20	2019	REPLACEMENT TRICKLE FROM BACK UP AID UNIT																				
7832	Aid 288 (reserve)Eliminate	1999	20	2019																					
7836	Public Educ. Aid	2006	20	N/A																					
7831	Swiftwater Aid (Eliminate)	2000	20	N/A																					
7825	Aid 189 (Surplus?)	1999	20	N/A																					
	Subtotal				\$0	\$0	\$0	\$0	\$228,408	\$0	\$0	\$484,776	\$494,472	\$0	\$0	\$0	\$0	\$0	\$278,428	\$0	\$0	\$590,940	\$590,940	\$0	\$0
	Tax				\$0	\$0	\$0	\$0	\$22,841	\$0	\$0	\$48,478	\$49,447	\$0	\$0	\$0	\$0	\$0	\$27,843	\$0	\$0	\$59,094	\$59,094	\$0	\$0
	Total				\$0	\$0	\$0	\$0	\$251,249	\$0	\$0	\$533,254	\$543,919	\$0	\$0	\$0	\$0	\$0	\$306,271	\$0	\$0	\$650,034	\$650,034	\$0	\$0
	Type	New	leplac	Replace	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039
9811	Ladder 171	2018	20	2038																				\$1,897,204	
9810	Engine 182 (Quint)	2009	20	2029	REPLACEMENT TRICKLE DOWN FROM FRONT-LINE UNIT (quint is temporarily being used as Engine 182)																				
	Subtotal				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,897,204	\$0
	Tax				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$189,720	\$0
	Total				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,086,924	\$0
	Type	New	leplac	Replace	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039
3806	Tender 173	2002	35	2037			\$0	\$0	?														\$588,781		
3809	Tender 187	2017	30	2047																					
3807	Tender 185	2002	35	2037			\$0	\$0	?														\$588,781		
3808	Tender 183	2011	30	2041																					
6806	TRT Rescue 187	2002	22	2024						\$606,226															
1851	BC 171	2019	5	2024						\$96,554					\$106,603					\$117,699					\$129,949
1852	BC181	2019	5	2024	\$174,903					\$96,554					\$106,603					\$117,699					\$129,949
1853	BC - OPS - Back-up	2019	5	2024	REPLACEMENT TRICKLE FROM FRONT-LINE BC UNITS																				
6807	Air Unit 185	1994	30	2024						\$150,000															
5822	F550 B182	2020	15	2035																\$178,531					
6810	Brush 178	2010	20	2030												\$161,701									
8838	Brush 187	2008	20	2028										\$155,422											
2815	Marine	2019	20	2039	\$112,000																				\$129,949
5820	COM	2019	30	2049	\$80,000																				
	Subtotal				\$366,903	\$0	\$0	\$0	\$0	\$949,333	\$0	\$0	\$0	\$155,422	\$213,206	\$161,701	\$0	\$0	\$0	\$235,397	\$178,531	\$0	\$1,177,563	\$0	\$389,846
	Tax				\$36,690	\$0	\$0	\$0	\$0	\$94,933	\$0	\$0	\$0	\$15,542	\$21,321	\$16,170	\$0	\$0	\$0	\$23,540	\$17,853	\$0	\$117,756	\$0	\$38,985
	Total				\$403,594	\$0	\$0	\$0	\$0	\$1,044,267	\$0	\$0	\$0	\$170,964	\$234,527	\$177,871	\$0	\$0	\$0	\$258,937	\$196,384	\$0	\$1,295,319	\$0	\$428,831



	Type	New	Replac	Replace	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039
5819	Mail Van	2015	10	2025							\$36,570										\$44,578				
1846	Explorer Fire Chief	2015	12	2027									\$50,730												\$64,337
1855	Explorer DC	2021	12	2033															\$57,130						
5821	Shop Pick up Truck	2008	15	2023					\$49,735																
1856	Explorer DC	2021	12	2033															\$57,130						
	UTV (Polaris)	2012	12	2024						\$25,365												\$32,169			
	UTV (Club)	2012	12	2024						\$25,365												\$32,169			
1840	AFM	2008	15	2023					\$46,866															\$63,076	
1841	AFM	2008	15	2023					\$46,866															\$63,076	
1842	AFM	2008	15	2023					\$46,866															\$63,076	
5816	Facilities	2008	15	2023					\$67,570															\$90,940	
5817	Shop Service	2011	15	2026								\$71,706													
	Forklift	2016	20	2036																		\$52,008			
	Subtotal				\$0	\$0	\$0	\$0	\$257,904	\$50,730	\$36,570	\$71,706	\$50,730	\$0	\$0	\$0	\$0	\$0	\$114,260	\$0	\$44,578	\$116,346	\$0	\$280,168	\$64,337
	Tax				\$0	\$0	\$0	\$0	\$25,790	\$5,073	\$3,657	\$7,171	\$5,073	\$0	\$0	\$0	\$0	\$0	\$11,426	\$0	\$4,458	\$11,635	\$0	\$28,017	\$6,434
	Total				\$0	\$0	\$0	\$0	\$283,694	\$55,803	\$40,227	\$78,876	\$55,803	\$0	\$0	\$0	\$0	\$0	\$125,686	\$0	\$49,036	\$127,980	\$0	\$308,185	\$70,771
	Type	New	Replac	Replace	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039
	Gas Detectors	2017	5	2022		\$6,473			\$13,739		\$10,510	\$52,883				\$7,891			\$16,748			\$4,443			\$4,715
	SCBA	2015	15	2030				\$1,186,001						\$474,867											
	Radio	0	0	2022		\$0	\$35,200	\$332,225																	
	Defib	2022	8	2030				\$192,465																	
	SCBA Compressors	2017	8	2025							\$63,178	\$128,883		\$67,045	\$68,386				\$74,023	\$75,503		\$78,554			\$264,214
	MDC	2020	5	2025		\$66,300																			
	TI Camera	2017	5	2022					\$29,298				\$31,713					\$35,014					\$38,658		
	Pump Test Trailer	2021	30	2051			\$160,000																		
	Bunker Gear	2017	1	2018	\$88,847	\$90,624	\$92,437	\$131,300	\$133,926	\$136,605	\$139,337	\$142,124	\$144,966	\$147,865	\$150,823	\$153,839	\$156,916	\$160,054	\$163,255	\$166,520	\$169,851	\$173,248	\$173,248	\$180,247	\$183,852
	Ballistic Vests	2017	10	2027		\$81,090											\$134,097								
	Computers	2017	1	2018	\$72,684	\$76,238	\$78,525	\$164,301	\$167,587	\$170,938	\$174,357	\$162,844	\$166,401	\$185,029	\$188,730	\$192,504	\$181,355	\$185,282	\$204,287	\$204,287	\$208,373	\$216,791	\$221,127	\$225,550	\$230,061
	PT Equipment	2017	1	2018	\$15,300	\$15,606	\$15,918	\$21,648	\$22,081	\$22,523	\$22,974	\$23,433	\$23,902	\$24,380	\$24,867	\$25,365	\$25,872	\$26,389	\$26,917	\$27,456	\$28,005	\$28,565	\$29,136	\$29,719	\$30,313
	Rescue Tool/Airbags	2017	15	2032														\$158,746							
	Hose	2017	1	2018	\$25,500	\$26,010	\$26,530	\$36,083	\$36,804	\$37,541	\$38,291	\$39,057	\$39,838	\$40,635	\$41,448	\$42,277	\$43,122	\$43,985	\$44,864	\$45,762	\$46,677	\$47,610	\$48,563	\$49,534	\$50,525
	Subtotal				\$202,331	\$362,341	\$408,610	\$2,064,024	\$403,436	\$367,607	\$448,647	\$549,224	\$406,820	\$939,821	\$474,253	\$647,380	\$541,361	\$609,470	\$530,095	\$519,528	\$452,905	\$549,211	\$510,732	\$749,263	\$499,466
	Tax				\$20,233	\$36,234	\$40,861	\$206,402	\$40,344	\$36,761	\$44,865	\$54,922	\$40,682	\$93,982	\$47,425	\$64,738	\$54,136	\$60,947	\$53,009	\$51,953	\$45,291	\$54,921	\$51,073	\$74,926	\$49,947
	Total				\$222,564	\$398,575	\$449,471	\$2,270,426	\$443,780	\$404,368	\$493,512	\$604,146	\$447,503	\$1,033,803	\$521,679	\$712,118	\$595,497	\$670,417	\$583,104	\$571,481	\$498,196	\$604,132	\$561,805	\$824,189	\$549,412



# Special District Voucher Approval Document

2022-16

KC v2.0

Scheduled Payment Date: 06/22/2022

Total Amount: \$3,584.14

Control Total: 3

Payment Method: WARRANT

District Name: Woodinville Fire & Rescue

File Name: AP\_WDNVLFIR\_APSUPINV\_20220616154044.csv

Fund #: 100360010

## CONTACT INFORMATION

Preparer's Name:

*Ely J. Bruns*

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)) :

<i>Derek van Veen</i>	07-19-22
Authorized District Signature	Date
<i>Doug Halbert</i>	07-19-22
Authorized District Signature	Date
<i>Anjela Barton</i>	07-19-22
Authorized District Signature	Date

<i>Roger Collins</i>	07-19-22
Authorized District Signature	Date
<i>Jean S. Montegary</i>	6-16-22
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](mailto: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\_20220616154044.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
GARY HEUSLEIN			220602001	06/22/2022	\$170.10	06.16.2022
NICOLE FRISCH			220602002	06/22/2022	\$414.04	687574
PERSHING LLC			220602003	06/22/2022	\$3,000.00	06.16.2022

## ACCOUNTS PAYABLE

Woodinville Fire & Rescue

Time: 13:40:39 Date: 06/16/2022

As Of: 06/22/2022

Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
<b>20157</b>	<b>06/16/2022</b>	<b>06/22/2022</b>	<b>355</b>	<b>GARY HEUSLEIN</b>	<b>170.10 JULY 2022</b>
522 10 22 30-01	LEOFF 1 - Medicare/Med	001 000 522	General Expense	170.10	Gary Heuslein Medicare Premium Reimbursement - January - December 2022
<b>20156</b>	<b>06/06/2022</b>	<b>06/22/2022</b>	<b>1135</b>	<b>NICOLE FRISCH</b>	<b>414.04 Reimbursment for lodging at Campbell's for Commish. Millman - WFCM Chelan Conference</b>
522 11 43 60-04	Travel - BoFC WFCM Ann	001 000 522	General Expense	414.04	
<b>20158</b>	<b>06/15/2022</b>	<b>06/22/2022</b>	<b>1229</b>	<b>PERSHING LLC</b>	<b>3,000.00 PAY PERIODS 6/1-6/15 AND 6/16-6/30</b>
522 10 27 10-01	Ahearn Severance	001 000 522	General Expense	3,000.00	Ahearn Deferred Comp for January - September 2022
Report Total:				3,584.14	
Fund					
001 General Expense Fund (10-036-0010)				3,584.14	

This report has been reviewed by:

Signature:

*Joan S. Montegary*  
Fire Chief/Chief Administrative Officer

Date:

*6/16/20*



# Special District Voucher Approval Document

2022-18

KC v2.0

Scheduled Payment Date: 07/11/2022

Total Amount: \$56,270.22

Control Total: 6

Payment Method: WARRANT

District Name: Woodinville Fire & Rescue

File Name: AP\_WDNVLFIR\_APSUPINV\_20220707152356.csv

Fund #: 100360010

## CONTACT INFORMATION

Preparer's Name:

*Elyse Bohris*

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*

07-19-22

Authorized District Signature

Date

*Roger Collins*

07-19-22

Authorized District Signature

Date

*Doug Halbert*

07-19-22

Authorized District Signature

Date

*Anjela Barton*

07-19-22

Authorized District Signature

Date

*Joan S. Montegary*

Authorized District Signature

Authorized District Signature

7/7/22

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

KC v2.0

District Name: Woodinville Fire & Rescue

File Name: AP\_WDNVLFIR\_APSUPINV\_20220707152356.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CITY OF WOODINVILLE			220702001	07/11/2022	\$882.50	07.07.2022
EMPLOYMENT SECURITY DEPT			220702002	07/11/2022	\$16,187.22	91-0873317
HAGGARD & GANSON LLP			220702003	07/11/2022	\$27.50	246
PERSHING LLC			220702004	07/11/2022	\$3,000.00	07.07.2022
SHORELINE FIRE DEPT			220702005	07/11/2022	\$27,213.00	2022MIH-2
SMILE NOW ARLINGTON			220702006	07/11/2022	\$8,960.00	15,584,345,631,558,400,000

# ACCOUNTS PAYABLE

Woodinville Fire & Rescue

Time: 11:44:23 Date: 07/07/2022

As Of: 07/11/2022

Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
<b>20162</b>	<b>07/05/2022</b>	<b>07/11/2022</b>	<b>169</b>	<b>CITY OF WOODINVILLE</b>	<b>882.50</b>
522 30 41	10-01 COW 5% Of Permit Fees	001 000 522	General Expense	882.50	5% of Q2 2022 Permit/Inspection Receipts
<b>20163</b>	<b>06/01/2022</b>	<b>07/11/2022</b>	<b>286</b>	<b>EMPLOYMENT SECURITY DEPT</b>	<b>16,187.22</b>
522 10 29	50-01 Unemployment Ins - Adr	001 000 522	General Expense	16,187.22	June 2022 Unemployment Payment
<b>20164</b>	<b>07/01/2022</b>	<b>07/11/2022</b>	<b>1188</b>	<b>HAGGARD &amp; GANSON LLP</b>	<b>27.50</b>
522 10 41	10-02 Prof Svcs - Legal (PFR)	001 000 522	General Expense	27.50	Review resolution adopting board procedures, client communication
<b>20165</b>	<b>07/01/2022</b>	<b>07/11/2022</b>	<b>1229</b>	<b>PERSHING LLC</b>	<b>3,000.00</b>
522 10 27	10-01 Ahearn Severance	001 000 522	General Expense	3,000.00	Ahearn Deferred Comp for January - September 2022
<b>20166</b>	<b>06/28/2022</b>	<b>07/11/2022</b>	<b>2807</b>	<b>SHORELINE FIRE DEPT</b>	<b>27,213.00</b>
522 10 41	10-13 Intergov Prof Svcs - CMT	001 000 522	General Expense	27,213.00	Q2 2022 MIH Payment
<b>20167</b>	<b>07/01/2022</b>	<b>07/11/2022</b>	<b>1231</b>	<b>SMILE NOW ARLINGTON</b>	<b>2,065.00</b>
522 10 22	30-02 LEOFF 1 - Dental Reimb (	001 000 522	General Expense	2,065.00	Heuslein Dental Claim #5
<b>20168</b>	<b>07/01/2022</b>	<b>07/11/2022</b>	<b>1231</b>	<b>SMILE NOW ARLINGTON</b>	<b>6,895.00</b>
522 10 22	30-02 LEOFF 1 - Dental Reimb (	001 000 522	General Expense	6,895.00	Heuslein Dental Claim #5
Total SMILE NOW ARLINGTON				8,960.00	
Report Total:				56,270.22	
Fund					
001 General Expense Fund (10-036-0010)				56,270.22	

This report has been reviewed by:

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

Date: 7/7/22



# Special District Voucher Approval Document

2022-17

KC v2.0

Scheduled Payment Date: 07/06/2022

Total Amount: \$726.91

Control Total: 2

Payment Method: WARRANT

District Name: Woodinville Fire & Rescue

File Name: AP\_WDNVLFIR\_APSUPINV\_20220630110502.csv

Fund #: 100360010

## CONTACT INFORMATION

Preparer's Name:

*Ely J. B. H.*

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).

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Authorized District Signature

07-19-22

Date

*Roger Collins*

Authorized District Signature

07-19-22

Date

*Doug Halbert*

Authorized District Signature

07-19-22

Date

*Angela Barton*

Authorized District Signature

07-19-22

Date

*Scott Thorne*

Authorized District Signature

6/30/2022

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](mailto:SpecialDist.AP@kingcounty.gov)  
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## Special District Voucher Approval Document

KC v2.0

**District Name:** Woodinville Fire & Rescue

**File Name:** AP\_WDNVLFIR\_APSUPINV\_20220630110502.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
IAFF HEALTH & WELLNESS TRUST			220701001	07/06/2022	\$365.37	27695
US BANK CORPORATE PAYMENT SYSTEMS			220701002	07/06/2022	\$361.54	1420-2,7865-4

# ACCOUNTS PAYABLE

Woodinville Fire & Rescue

As Of: 08/14/2022

Time: 10:23:41 Date: 06/30/2022

Page: 1

Accts

Pay #	Received	Date Due	Vendor	Amount	Memo
<b>20159</b>	<b>06/19/2022</b>	<b>07/06/2022</b>	<b>1237 IAFF HEALTH &amp; WELLNESS TRUST</b>	<b>365.37</b>	<b>LEOFF 1 Medicare Supplement Payments (May-Dec 2022)</b>
522 10 22 30-01	LEOFF 1 - Medicare/Med	001 000 522	General Expense	365.37	LEOFF 1 Medicare Supplement Payments (May-Dec 2022)
<b>20160</b>	<b>06/02/2022</b>	<b>07/06/2022</b>	<b>1232 US BANK CORPORATE PAYMENT SYSTEMS</b>	<b>118.91</b>	<b>MS subscription for 5 BoFC members (5/17-6/16/22)</b>
522 10 48 30-20	IT - Website Maintenance	001 000 522	General Expense	118.91	MS subscription for 5 BoFC members (5/17-6/16/22)
<b>20161</b>	<b>05/31/2022</b>	<b>07/06/2022</b>	<b>1232 US BANK CORPORATE PAYMENT SYSTEMS</b>	<b>242.63</b>	<b>Cancellation fees - BoFC Wa Fire Commissioner Association Chelan Seminar</b>
522 11 43 60-03	Travel - BoFC Sat Sem Ch	001 000 522	General Expense	242.63	
Total US BANK CORPORATE PAYMENT SYSTEMS				361.54	
Report Total:				726.91	
Fund					
001 General Expense Fund (10-036-0010)				726.91	

This report has been reviewed by:

Signature:

  
Fire Chief/Chief Administrative Officer

Date:

