

**WOODINVILLE FIRE & RESCUE**  
**Thursday, February 14, 2023**

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

Commissioner Collins called the virtual 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**

Deputy Chief Doug McDonald  
Board Secretary Nicole Frisch  
Deputy Director Bryson (virtual)  
Deputy Director Formisano (virtual)  
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**

Written public comment received as attached hereto.

Resident Jim Walker provided public comment about Emergency Management, the EOC, and citizen training. Board Secretary Frisch will add Emergency Management to the agenda for the March meeting for further discussion.

**1. 2021 Audit Exit Conference**

Kevin Lee from the Washington State Auditor's Office presented the exit conference materials as attached hereto.

## 2. Fire Chief Briefing

Deputy Chief McDonald presented the Fire Chief Briefing as attached hereto.

## 3. Consent Agenda (attached hereto)

- a. Approval of meeting minutes from the January 10, 2023 regular meeting.
- b. Approval of Payroll Vouchers
- c. Approval of Vouchers

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

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

Commissioner Barton reported that she will be attending the upcoming Legislative Day on February 17.


Commissioner Millman thanked Director Montegary for her work on the audit. He reported that the CORE Connect resource cards have been popular in Woodinville, and the response has been great.

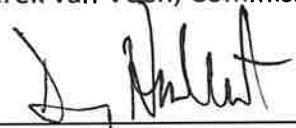
Commissioner Collins thanked Director Montegary for her work on the audit. She reported that Budget Finance Analyst Faires did a heavy lift to complete WF&R's audit, as well as Eastside Fire & Rescue and Fire District 10's audits.

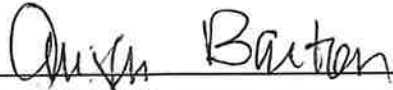
## 5. Adjournment

Board Chair Collins adjourned the meeting at 5:33 p.m.

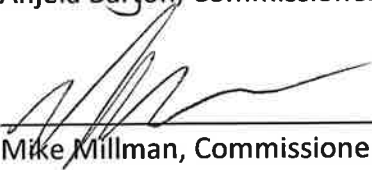
  
\_\_\_\_\_  
Nicole Frisch, Board Secretary

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

  
\_\_\_\_\_  
Doug Halbert, Commissioner, Position 2

A handwritten signature in black ink, appearing to read "Anjela Barton", written over a horizontal line.

Anjela Barton, Commissioner, Position 3

A handwritten signature in black ink, appearing to read "Mike Millman", written over a horizontal line.

Mike Millman, Commissioner, Position 4

A handwritten signature in black ink, appearing to read "Roger Collins", written over a horizontal line.

Roger Collins, Commissioner, Position 5



**Woodinville Fire & Rescue**

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

**Tuesday, February 14, 2023  
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

Consideration and 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. 2021 Audit Exit Conference
2. Fire Chief Briefing
3. Consent Agenda
  - a. Approval of Minutes from the January 10, 2023 Regular Meeting
  - b. Approval of Capital and General Vouchers
4. Reports and Requests from the Commissioners/Good of the Order
5. Adjournment

**Nicole Frisch**

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**From:** Jim & Ellen Walker <jim.walker@cru.org>  
**Sent:** Tuesday, February 14, 2023 12:32 PM  
**To:** Nicole Frisch  
**Subject:** Public Comment - WF&R Board Meeting - 14 Feb 2023

Public Comment - WF&R Board Meeting - 14 Feb 2023

I have been a resident of the city of Woodinville for 9 years and interested in Emergency Preparedness. My question is in regards to where is the designated Woodinville Emergency Operation Center (EOC) since the admin building classroom of Fire Station 31 is no longer available and/or setup for an EOC?

**Serving together,**

**James (Jim) Walker**  
**18455 151st Ave NE, Woodinville, WA 98072**  
**206-605-3533**



**Woodinville Fire & Rescue  
Board of Fire Commissioners**

To: Woodinville Fire & Rescue Board of Fire Commissioners

From: Deputy Chief Doug McDonald

Subject: Fire Chief Briefing – February 2023

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**AFG Grant**

EF&R is one of six departments submitting for a regional grant to replace five of our RIC (Rapid Intervention Crew) packs, designed to rescue downed firefighters. If awarded, EF&R would receive nearly \$34,000.00 in Federal funding.

**DOE Notification Letter**

On January 17<sup>th</sup> I received official notification from the Department of Ecology that EF&R is considered under the Model Toxics Control Act (MTCA) as a “potentially liable person” or “PLP” and has been named in a preliminary determination of liability associated with four sites. This was an expected notification and an opportunity to respond to the proposed finding of liability will be the department’s next step.

**RFP Submittal**

EF&R’s RFP has been received by KCFD 45. The next steps in the process will include a recommendation from the liaison on 2/28 as to which departments move forward in the process, with a tentative presentation opportunity on 3/28.

**King County Vaccine Mandate**

On February 6<sup>th</sup> a proclamation and order of the King County Executive terminating the COVID-19 proclamation of emergency was issued. Terminating the vaccination mandate for King County employees, volunteers, and contractors.

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## Recruit Graduation



On January 20<sup>th</sup> we celebrated the graduation of EF&R's 13 Recruits from the fire academy, and I had the honor of delivering my first ever Fire Chief's Message.

## Training Tower is Open for Business!



Crews conducting technical rescue training on the new tower at fire station 31.

## New Hires



Good day everyone, my name is Jace Hinesly. I am from California originally and lived in Oregon for years. My wife Lisa, baby boy June and I now live in North Bend, WA. I enjoy long distance running, exercise of all kinds, movies, beautiful mountains, and spending time with friends and family. I'm very grateful and excited to be here!



My name is Adrian Hernandez, and I'm originally from Long Beach, CA. I joined the Army and served as a Medic. I'm a jack of all trades, I know enough to get me in trouble. I love spending time with my family, we love to explore and visit different places around the state. I love everything audio, music, gear, architecture, but I'm a listener not a creator, I can't keep time to save my life. I like to challenge myself, so one of my current goals is to run the Leadville 100. Ultimately, I want to create a legacy that my children can be proud of, I want to mirror the great people that have mentor me along the way, so that means giving 100% to everything I do.



My name is Travis and I'm 28 years old. I was born and raised in Puyallup and now own a home in Gig Harbor with my wife, dog (Granger), and cat (Piper). I joined the Army as a medic soon after graduating high school and served for 5 years. After getting out of the Army, I attended college and have since graduated with a bachelor's degree in project management. In my spare time, I really enjoy weightlifting and blacksmithing in my shop. My wife and I moved to Gig Harbor in 2019 and spend a lot of time renovating our home. I'm very excited to get to know everyone and be a part of your team!







My name is Erica Suy and I am a 1st generation Asian American. I am Cambodian, Chinese, and French. I grew up in Bellevue and live in Kirkland with my husband, my younger sister and 2 senior dogs. I worked in dentistry for 10 years. I have a bachelor's in public health, worked in nonprofit and I'm a small business owner. I was a Zumba instructor, a CrossFit coach, a national level powerlifter and a 2-time limbo champion.



Hello, I am Sam Goertz! I am coming from a 5-year engineering career at the Boeing Company. I have lots of hobbies that keep me busy in my free time. My wife, Madison, and I own a coffee company where we roast our own coffee and sell it online as well as go to special events. I have been rowing for 14 years and was fortunate to row at the University of Washington for all 4 years of my time there. After graduating and joining Boeing, I also coached rowing for an early morning adult program before going into the office. After work we tend to our two amazing dogs (Chaka and Moji), home, garden, and chickens. On top of this we find time to hike, mountain bike, and be with family. The things that I am most excited for in the fire service besides supporting the Community, is the teamwork and family that we get to be a part of.



My name is Jakob Chamberlin. I am 25 years old and grew up in Bellingham WA. I moved down to Portland after I graduated High School, where I went to college, participated in collegiate Track and Field and met my wife, Alaina. When Covid hit in 2020 I had the opportunity to transfer to University of Arizona where I completed my remaining two years of college eligibility throwing the Discus, Hammer, Shot Put, and Weight, as well as earn my degrees in English and History. Though I've primarily been a student athlete for the last six years I've experienced a lot of life outside of that. I've worked as a

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Carpenter, Commercial Fisherman in Alaska, Public Safety Liaison, and a Landscaper/Excavator for a company that works for the City of Portland. My wife and I love to travel (I'm currently writing this from New York as we are having a last little trip before academy starts); we have been to Banff, Cancun, Dominican Republic, Sedona, all over California, Key West, and all over Oregon and Washington in the last few years. In my free time I love working out, carpentry/metalworking, anything outdoors, classic cars, movies and video games, and spending time with my family. I can't wait to begin this next chapter, striving towards earning a position in Eastside's department and learning as much as I can in the process with my fellow recruits.





# Special District Voucher Approval Document

2023-03

KC v2.0

Scheduled Payment Date: 02/08/2023

Total Amount: \$6,943.83

Control Total: 8

Payment Method: WARRANT

District Name: Woodinville Fire & Rescue

File Name: AP\_WDNVLFIR\_APSUPINV\_20230206113901.csv

Fund #: 100360010

## CONTACT INFORMATION

Preparer's Name: Emily J. Bromberg Lewis

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)):

[Signature]  
Authorized District Signature

2/14/23  
Date

[Signature]  
Authorized District Signature

2/14/23  
Date

[Signature]  
Authorized District Signature

2/14/23  
Date

[Signature]  
Authorized District Signature

02/06/2023  
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\_20230206113901.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
GARY HEUSLEIN			230201001	02/08/2023	\$329.80	JANUARY 2023,FEBRUARY 2023
HAGGARD & GANSON LLP			230201002	02/08/2023	\$192.50	336
IAFF HEALTH & WELLNESS TRUST			230201003	02/08/2023	\$331.12	31,148
LIFE ASSIST INC			230201004	02/08/2023	\$3,653.97	1287514
STATE AUDITOR'S OFFICE			230201005	02/08/2023	\$1,915.65	L152417
US BANK CORPORATE PAYMENT SYSTEMS			230201006	02/08/2023	\$130.79	1420-2
WASHINGTON FIRE CHIEFS			230201007	02/08/2023	\$40.00	1356
WOODINVILLE CHAMBER COMMERCE			230201008	02/08/2023	\$350.00	18591

## ACCOUNTS PAYABLE

Woodinville Fire & Rescue

As Of: 02/08/2023

Time: 16:35:06 Date: 02/02/2023

Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
<b>20217</b>	<b>01/01/2023</b>	<b>02/08/2023</b>	<b>3355</b>	<b>GARY HEUSLEIN</b>	<b>164.90 JANUARY 2023 LEOFF 1 Medicare Premium Reimbursement (\$164.90/month)</b>
	522 10 22 30-01	LEOFF 1 - Medicare/Med	001 000 522 General Expense	164.90	LEOFF 1 Medicare Premium Reimbursement (\$164.90/month)
<b>20218</b>	<b>02/01/2023</b>	<b>02/08/2023</b>	<b>3355</b>	<b>GARY HEUSLEIN</b>	<b>164.90 FEBRUARY 2023 LEOFF 1 Medicare Premium Reimbursement (\$164.90/month)</b>
	522 10 22 30-01	LEOFF 1 - Medicare/Med	001 000 522 General Expense	164.90	LEOFF 1 Medicare Premium Reimbursement (\$164.90/month)
Total GARY HEUSLEIN				329.80	
<b>20216</b>	<b>02/01/2023</b>	<b>02/08/2023</b>	<b>1188</b>	<b>HAGGARD &amp; GANSON LLP</b>	<b>192.50 Legal Fees for January 2023 (Invoice 336)</b>
	522 10 41 10-02	Prof Svcs - Legal (PFR)	001 000 522 General Expense	192.50	Legal Fees for January 2023 (Invoice 336)
<b>20219</b>	<b>01/19/2023</b>	<b>02/08/2023</b>	<b>1237</b>	<b>IAFF HEALTH &amp; WELLNESS TRUST</b>	<b>331.12 FEBRUARY 2023 LEOFF 1 Supplemental Medical Premiums (\$331.12/month)</b>
	522 10 22 30-01	LEOFF 1 - Medicare/Med	001 000 522 General Expense	331.12	LEOFF 1 Supplemental Medical Premiums (\$331.12/month)
<b>20220</b>	<b>01/24/2023</b>	<b>02/08/2023</b>	<b>3507</b>	<b>LIFE ASSIST INC</b>	<b>3,653.97 (13) FASPLINT VACUUM SPLINTS</b>
	522 45 49 20-01	Dues/Subscriptions - KC	001 000 522 General Expense	3,653.97	
<b>20223</b>	<b>01/12/2023</b>	<b>02/08/2023</b>	<b>3837</b>	<b>STATE AUDITOR'S OFFICE</b>	<b>1,915.65 2021 Audit (Invoice L152417)</b>
	522 10 41 10-11	Intergov Prof Svcs- State	001 000 522 General Expense	1,915.65	2021 Audit (Invoice L152417)
<b>20221</b>	<b>01/02/2023</b>	<b>02/08/2023</b>	<b>1232</b>	<b>US BANK CORPORATE PAYMENT SYSTEMS</b>	<b>130.79 DECEMBER 2022 BoFC MS Licenses</b>
	522 10 48 30-06	IT - Software Licensing	001 000 522 General Expense	130.79	BoFC MS Licenses
<b>20222</b>	<b>01/23/2023</b>	<b>02/08/2023</b>	<b>3930</b>	<b>WASHINGTON FIRE CHIEFS</b>	<b>40.00 2023 LEGISLATIVE DAY REGISTRATION (BARTON)</b>
	522 11 43 60-07	Travel - BoFC Ad Hoc Tra	001 000 522 General Expense	40.00	
<b>20224</b>	<b>01/01/2023</b>	<b>02/08/2023</b>	<b>3974</b>	<b>WOODINVILLE CHAMBER COMMERCE</b>	<b>350.00 2023 MEMBERSHIP RENEWAL</b>
	522 10 49 80-01	Unexpected Costs	001 000 522 General Expense	350.00	Annual membership renewal
Report Total:				6,943.83	

Fund

## ACCOUNTS PAYABLE

Woodinville Fire & Rescue

As Of: 02/08/2023

Time: 16:35:06 Date: 02/02/2023

Page: 2

Accts	Received	Date Due	Vendor	Amount	Memo
Pay #					
			001 General Expense Fund (10-036-0010)	6,943.83	

This report has been reviewed by:

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

Date: 2/2/23





## Special District Voucher Approval Document

KC v2.0

District Name: Woodinville Fire & Rescue

File Name: AP\_WDNVLFIR\_APSUPINV\_20230119164010.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
LIFE ASSIST INC			230102001	01/25/2023	\$3,714.81	12,822,421,282,299
NEIL BLINDHEIM DBA INTERFACE SYSTEMS LLC			230102002	01/25/2023	\$11,863.13	2023FBC
WA FIRE COMMISSIONERS ASSOC			230102003	01/25/2023	\$6,000.00	300,001,007