

WOODINVILLE FIRE & RESCUE
Thursday, March 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 Halbert
Commissioner Barton
Commissioner Millman

Staff

Fire Chief Ben Lane
Deputy Chief Dana Schutter
Deputy Chief Doug McDonald
Deputy Chief Will Aho
Board Secretary Nicole Frisch
Deputy Director Formisano (virtual)
Finance Director Joan Montegary

Absent

None.

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, 5-0.

Public Comment

None.

1. Fire Benefit Charge Appeals Hearing; and Staff Report 23-002: 2023 Benefit Charge Appeals

At 5:02 p.m., Commissioner van Veen moved to open the public hearing portion of the fire benefit charge appeals hearing. The motion was seconded by Commissioner Millman. The motion passed, 5-0.

At 5:02 p.m., Commissioner Halbert moved to open the public testimony portion of the fire benefit charge appeals hearing. The motion was seconded by Commissioner van Veen. The motion passed, 5-0.

Public Comment:

None.

At 5:02 p.m., Commissioner Halbert moved to close the public testimony portion of the fire benefit charge appeals hearing. The motion was seconded by Commissioner Barton. The motion passed, 5-0.

Director Montegary presented Staff Report 23-002 as attached hereto.

MOTION: *Commissioner Millman moved that the Board of Fire Commissioners accept staff's recommendations to approve and deny the appeals as presented; and to authorize the Board Chair to sign the letters prepared and presented by staff. The motion was seconded by Commissioner van Veen. The motion passed, 5-0.*

At 5:07 p.m., Commissioner van Veen moved to close the public hearing portion of the fire benefit charge appeals hearing. The motion was seconded by Commissioner Barton. The motion passed, 5-0.

2. Introduction to EF&R Emergency Management Division

EF&R's Emergency Manager Andrew Stevens introduced Emergency Management Analyst Abdirisak Mohamed and Wildfire Mitigation Specialist Cat Robinson. They provided a high-level overview of the EM division.

3. Staff Report 23-003 – Station 31 Cell Tower

DC Schutter presented the Staff Report as attached hereto. Discussion ensued. DC Schutter will bring the contract and a Staff Report for approval during a later meeting.

4. Virtual Meeting Discussion

Discussion ensued. Board Secretary Frisch will bring revised policy language to a later meeting.

5. Fire Chief Briefing

Chief Lane provided the Fire Chief Briefing as attached hereto.

6. Consent Agenda (attached hereto)

- a. Approval of meeting minutes from the February 14, 2023 regular meeting.
- b. Approval of Payroll Vouchers
- c. Approval of Vouchers

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

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

Commissioner van Veen reported that he might be absent for the April Board meeting due to a scheduled medical procedure.

Commissioner Halbert requested an update on Tyler CAD. Chief Lane reported that EF&R is utilizing Crew Force, which seems to be working well.

Commissioner Barton reported that she will miss the April Board meeting due to a scheduling conflict.

Chief Lane reported that the Woodinville Firefighters Benevolent Fund is combining with the Eastside Firefighters Benevolent Fund. For anyone making monthly contributions, in the future they will go to the Eastside Firefighters Benevolent Fund. He acknowledged BC Garat and FF Wuebel for all their work over the years.

DC Schutter reported that he will bring a request for a forklift replacement during the April Board meeting.

8. 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

Absent April 11, 2023
Anjela Barton, Commissioner, Position 3

/s/ Mike Millman

Mike Millman, Commissioner, Position 4

R. 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, March 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 at least one hour prior to start of meeting. Please limit comments to three minutes.)

Board Business Items

1. Fire Benefit Charge Appeals Hearing; Staff Report 23-002 – 2023 Benefit Charge Appeals
2. Introduction to EF&R Emergency Management Division
3. Staff Report 23-003 – Station 31 Cell Tower
 - a. Discussion: Future of WF&R Cell Towers
4. Virtual Meeting Discussion
5. Fire Chief Briefing
6. Consent Agenda
 - a. Approval of Minutes from the February 14, 2023 Regular Meeting
 - b. Approval of Capital and General Vouchers
7. Reports and Requests from the Commissioners/Good of the Order
8. Adjournment

Woodinville Fire & Rescue



M E M O R A N D U M

DATE: March 14, 2023

TO: Roger Collins, Chair
Board of Fire Commissioners

FROM: Joan Montegary, Finance Director *JBM*

SUBJECT: **Staff Report 23-002**
2023 Benefit Charge Appeals – Staff Recommendations

Background

In addition to the expected telephone inquiries, the District received six petitions appealing the 2023 Fire Benefit Charge. Staff reviewed each appeal, investigated the merits, and validated the basis of each appeal to make a recommendation to the Board of Fire Commissioners.

The attached spreadsheet provides a synopsis of each of the six appeals and staff's recommendations.

Recommendations

Staff recommends that the Board approve five appeals and deny one appeal as per the attached document. Upon Board action, letters will be sent to each of the appealing citizens.

/jsm

Attachment

PROPOSED MOTION

I move that the Board of Fire Commissioners accept Staff's recommendations to approve and deny the appeals as presented. I further move that the Board authorize the Board Chair to sign the letters prepared and presented by Staff.

Woodinville Fire & Rescue 2023 Benefit Charge Appeals								
Petition #	Parcel #	Name	Address	City	Zip	Phone	Notes	Approve/ Deny
23-01	1026059182		16902 141st Pl NE [REDACTED]	Wnvl	98072-9223	[REDACTED]	Sprinkler discount; pictures provided. No accessory buildings shown on KC website.	Approve sprinkler discount.
23-02	0226059130		15723 NE 191st St [REDACTED]	Wnvl	98072-8466	[REDACTED]	Sprinkler discount; pictures provided. No accessory buildings shown on KC website.	Approve sprinkler discount.
23-03	0126059234		19528 170th Ave NE [REDACTED]	Wnvl	98072-7056	[REDACTED]	Sprinkler discount; pictures provided. KC website shows an addition 520 sq ft shop.	Approve sprinkler discount. Add 520 sq ft without sprinkler discount.
23-04	1926069113		18049 NE 143rd Pl [REDACTED]	Wnvl	98072-6360	[REDACTED]	Sprinkler discount; pictures provided. No accessory buildings shown on KC website.	Approve sprinkler discount.
23-05	3401700087		15406 NE 152nd Pl	Wnvl	98072-6900	[REDACTED]	Two senior persons (57 and 60 yrs old); never BBQ or use fireplace. Housewife with no job. Notes sq ftg as 5,000. KC website shows attached garage of 970 sq ft. FBC is correctly based on 5,970 sq ft.	Deny. Recommend they apply for senior discount through King County Assessor's Office.
23-06	2226069016		13520 242nd Ave NE	Wnvl	98077-5877	[REDACTED]	Sprinkler discount; pictures provided. KC website shows a 208 sq ft barn and a 120 sq ft shed (total value \$2500)	Approve sprinkler discount. Add 328 sq ft without sprinkler discount.

Woodinville Fire & Rescue



M E M O R A N D U M

DATE: March 14, 2023
TO: Roger Collins, Chair
Board of Fire Commissioners
FROM: Dana Schutter, Deputy Chief of Logistics
SUBJECT: **Staff Report 23-003: Station 31 Cell Tower**

Background

Woodinville Fire & Rescue has a contract with Crown Castle for the cell tower at Station 31. They have reached out and would like to amend the current lease, including increasing the size of the leased area by approximately 77 square feet north of the existing compound in order for Dish Network to install their equipment.

Upon approval, Crown Castle would have a survey completed at their expense to reflect the new footprint.

Fiscal Impact

Crown Castle will pay an additional \$110.88 per month based on the current price per square foot, which will escalate at the same time and manner as the current lease to commence upon construction.

Recommendations

Staff is seeking direction from the Board on a path forward.



Woodinville Fire & Rescue Board of Fire Commissioners

To: Woodinville Fire & Rescue Board of Fire Commissioners

From: Fire Chief Ben Lane

Subject: Fire Chief Briefing – March 2023

Duvall RFP update:

Duvall has requested some additional information prior to their next work session scheduled for Wednesday, March 15th.

Audit Updates:

WF&R's accountability audit exit conference was on February 14, 2023 and EF&R's & D10's accountability audit exit conferences were on February 28, 2023. All audits were completed with no findings. Please join me in extending a big thank you to Finance Director Joan Montegary and Budget Finance Analyst Scott Faires.

Legislative Day:

DC McDonald was our Capital Building tour guide during our visit to Olympia for Legislative Day on February 17, 2023. Our group included Alan Gothelf, Anita Sandall, Karen Howe, Pam Stuart, and Anjela Barton. We were able to advocate for EF&R's top priorities, placing an emphasis on Hwy 18, PFAS, Wildfire pre-staging, and the growing concern around increased "wall times" that our crews are experiencing at area hospitals.



Awards Banquet:

Thank you to all who were able to attend EF&R's 2022 awards and recognition banquet. The event was a huge success and goes a long way towards recognizing EF&R's employees and the phenomenal service they deliver. Pictured is a survivor of a serious



Woodinville Fire & Rescue Board of Fire Commissioners

motorcycle crash, his family, and the crew that received a special unit citation for their lifesaving efforts. There is already excitement for next year's banquet!



Future Women in EMS and Fire:

EF&R is hosting an amazing event next month on April 22, 2023 with 11 other King County agencies. Future Women in EMS and Fire is a full weekend of hands-on Fire and EMS activities. This is an opportunity to explore a career in the Fire or EMS service and includes activities, discussion panels, viewing live demos, and networking with EMTs, Firefighters, and Paramedics in our region. We are working to focus on the EMS as well as the Fire side in this recruitment workshop.

Future Women In EMS & Fire

Searching for women in King County who are passionate about public service and interested in EMS/FIRE careers.

- Learn hands-on EMT & Firefighting skills.
- Experience a day in the life of a First Responder.
- Learn how to successfully navigate the hiring process.
- Network with current female Medics and Firefighters.
- Must be 18 or older
- Application Deadline: March 31, 2023

FREE IN-PERSON TWO DAY WORKSHOP | APRIL 22 + 23, 2023

APPLY TODAY!

Questions? futurewomenems@kingcounty.gov

KCFCA Diversity and Recruitment Workshop:

EF&R is excited to host the next King County Fire Chiefs Association Diversity and Recruitment Workshop on Saturday, May 6 at the Central Washington University campus in Sammamish. More information on registration to follow.



Woodinville Fire & Rescue Board of Fire Commissioners

DEI Training (Intercultural Development Inventory)

On February 23, 2023, the Leadership Team had the pleasure to do some DEI training with Krystina Jackson. This also included completing an individual Intercultural Development Inventory and a 1:1 meeting with Krystina to review the results. This was a great opportunity for individual and leadership team growth. This training will also be offered to all EF&R's leadership positions within 2023.

Save the Date! Fire Ops 101:

Tentative date of June 17th (Saturday) at EF&R's Fire Station 31 in Woodinville. More information to follow as the event gets closer, please mark your calendars!

New Hires: CORE Care Coordinator Carolina Del Toro, and EM Coordinator Cat Robinson)



I was born in Fresno, CA. Grew up in Newman, CA, and lived in Modesto and the surrounding area until recently relocating here, a month ago with my husband, two daughters and two dogs.

I have my Bachelor's in Sociology and minor in Criminal Justice. I worked for Stanislaus County as a Social Worker for In-Home Supportive Services for over 7 years and in several nonprofits, prior to that.

We just bought a home in Auburn and am learning about the area. I love to explore downtowns, thrift stores and mom and pop shops.



Species Description:

- **Scientific Name:** Wildfire Mitigation Specialist & Emergency Management Coordinator
- **Common Name(s):** Catherine Robinson. Most often referred to as 'Cat', sometimes referred to as "Cathy", depending on location.
- **Origin Location:** Palo Cedro, California - a tiny town in Northern CA, not far from Redding with gorgeously hot summers and winters like western WA.
- **Current Habitat:** Issaquah, WA
- **General Appearance:** chaotic evil hair, generally smiling.
- **Life History:** BS in Entomology, entomologist for Shasta County Mosquito & Vector Control; invertebrate ecologist conducting field surveys in CA, OR, NV, ID, & WA, writing environmental impact statements for Jones & Stokes Environmental Consulting, later expanded into wildlife biology. Masters in Teaching, taught biology, AP Environmental Science, IB Biology, chemistry, marine biology, and Community Emergency Response Team (CERT) mostly at Redmond High School. Past four years: Emergency Manager for Lake Washington School District.
- **Defense Mechanisms:** forgets names instantly and consequently becomes painfully shy around people; otherwise generally chatty.
- **Diet:** just about everything but especially loves tea, cheese, dark chocolate, peaches, pie. Personal kryptonite: chips.
- **Habits:** hiking & backpacking, cross-country skiing, science fiction (reading, watching, playing), drawing, animals of all types, reading, cooking, baking, hanging out with my husband, family, dog, and friends.
- **Quote:** "I would like to improve my axe throwing."



Special District Voucher Approval Document

2022-30

KC v2.0

Scheduled Payment Date: 12/21/2022

Total Amount: \$7,093.71

Control Total: 1

Payment Method: WARRANT

District Name: Woodinville Fire & Rescue

File Name: AP_WDNVLFIR_APSUPINV_20221219110500.csv

Fund #: 100360010

CONTACT INFORMATION

Preparer's Name:

Elyse B. Rins

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>[Signature]</i>	3-14-23
Authorized District Signature	Date
<i>[Signature]</i>	3/14/23
Authorized District Signature	Date
<i>[Signature]</i>	3/14/23
Authorized District Signature	Date

<i>[Signature]</i>	3-14-23
Authorized District Signature	Date
<i>[Signature]</i>	3-14-23
Authorized District Signature	Date
<i>[Signature]</i>	12/19/2022
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
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_20221219110500.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
STATE AUDITOR'S OFFICE			221202001	12/21/2022	\$7,093.71	L151779

ACCOUNTS PAYABLE

Woodinville Fire & Rescue

As Of: 12/21/2022

Time: 09:32:56 Date: 12/19/2022

Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
20203	12/12/2022	12/21/2022	2837	7,093.71	2021 Audit - Payment 1 (invoice L151779)
522	10 41	10-11 Intergov Prof Svcs- State	001 000 522 General Expense	7,093.71	2021 Audit - Payment 1 (invoice L151779)

Report Total: 7,093.71

Fund	
001 General Expense Fund (10-036-0010)	7,093.71

This report has been reviewed by:

Signature: 
Fire Chief/Chief Administrative Officer

Date: 12/19/2022



Special District Voucher Approval Document

2023-04

KC v2.0

Scheduled Payment Date: 02/22/2023

Total Amount: \$7,816.65

Control Total: 3

Payment Method: WARRANT

District Name: Woodinville Fire & Rescue

File Name: AP_WDNVLFIR_APSUPINV_20230216144033.csv

Fund #: 100360010

CONTACT INFORMATION

Preparer's Name:

[Signature]

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)):

Authorized District Signature

[Signature]

Date

3-14-23

Authorized District Signature

[Signature]

Date

3/14/23

Authorized District Signature

[Signature]

Date

3/14/23

Authorized District Signature

[Signature]

Date

3-14-23

Authorized District Signature

[Signature]

Date

3-14-23

Authorized District Signature

[Signature]

Date

2/16/2023

SUBMIT SIGNED DOCUMENT TO:

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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_20230216144033.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
GARY HEUSLEIN			230202001	02/22/2023	\$164.90	LEOFF 1
SMILE NOW ARLINGTON			230202002	02/22/2023	\$5,410.00	02.16.23
STATE AUDITOR'S OFFICE			230202003	02/22/2023	\$2,241.75	L153093

ACCOUNTS PAYABLE

Woodinville Fire & Rescue

As Of: 02/22/2023

Time: 14:16:39 Date: 02/16/2023

Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo	
20225	02/16/2023	02/22/2023	355	GARY HEUSLEIN	164.90	MARCH 2023; LEOFF 1 Medicare Premium Reimbursement (\$164.90/month)
	522 10 22 30-01	LEOFF 1 - Medicare/Med	001 000 522	General Expense	164.90	LEOFF 1 Medicare Premium Reimbursement (\$164.90/month)
20227	02/03/2023	02/22/2023	1231	SMILE NOW ARLINGTON	5,410.00	Final dental treatment - Heuslein
	522 10 22 30-02	LEOFF 1 - Dental Reimb (001 000 522	General Expense	5,410.00	Final dental treatment - Heuslein
20226	02/09/2023	02/22/2023	3837	STATE AUDITOR'S OFFICE	2,241.75	2021 State Audit (Invoice L153093)
	522 10 41 10-11	Intergov Prof Svcs- State	001 000 522	General Expense	2,241.75	2021 State Audit (Invoice L153093)
				Report Total:	7,816.65	
Fund						
001 General Expense Fund (10-036-0010)				7,816.65		

This report has been reviewed by:

Signature:

Joan S. Montegary
Fire Chief/Chief Administrative Officer

Date:

2/16/23



Special District Voucher Approval Document

2023-05

KC v2.0

Scheduled Payment Date: 03/08/2023

Total Amount: \$956.91

Control Total: 3

Payment Method: WARRANT

District Name: Woodinville Fire & Rescue

File Name: AP_WDNVLFIR_APSUPINV_20230302144950.csv

Fund #: 100360010

CONTACT INFORMATION

Preparer's Name:

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)):

	3.14.23
Authorized District Signature	Date
	3/14/23
Authorized District Signature	Date
	3/14/23
Authorized District Signature	Date

	3-14-23
Authorized District Signature	Date
	3/14/23
Authorized District Signature	Date
	3/2/23
Authorized District Signature	Date

SUBMIT SIGNED DOCUMENT TO:

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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_20230302144950.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
IAFF HEALTH & WELLNESS TRUST			230301001	03/08/2023	\$331.12	31712
SUMMIT LAW GROUP PLLC			230301002	03/08/2023	\$195.00	143508
US BANK CORPORATE PAYMENT SYSTEMS			230301003	03/08/2023	\$430.79	E0700M6FMZ,7865-2

ACCOUNTS PAYABLE

Woodinville Fire & Rescue

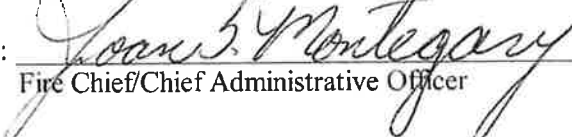
As Of: 03/08/2023

Time: 14:23:39 Date: 03/02/2023

Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
20228	02/19/2023	03/08/2023	1237	IAFF HEALTH & WELLNESS TRUST	, 331.12 MARCH 2023
522 10 22 30-01	LEOFF 1 - Medicare/Med	001 000 522	General Expense	331.12	LEOFF 1 Supp Medical Plan Premium (March 2023)
20229	02/23/2023	03/08/2023	3849	SUMMIT LAW GROUP PLLC	195.00 Legal fees re annual audit (invoice 143508)
522 10 41 10-02	Prof Svcs - Legal (PFR)	001 000 522	General Expense	195.00	Legal fees re annual audit (invoice 143508)
20230	02/02/2023	03/08/2023	1232	US BANK CORPORATE PAYMENT SYSTEMS	130.79 1/2-2/1
522 10 48 30-06	IT - Software Licensing	001 000 522	General Expense	130.79	BoFC MS Licenses
20231	01/16/2023	03/08/2023	1232	US BANK CORPORATE PAYMENT SYSTEMS	300.00 WFR Website Maintenance
522 10 48 30-20	IT - Website Maintenance	001 000 522	General Expense	300.00	WFR Website Maintenance
Total US BANK CORPORATE PAYMENT SYSTEMS				430.79	
Report Total:				956.91	
Fund					
001 General Expense Fund (10-036-0010)				956.91	

This report has been reviewed by:

Signature: 
Fire Chief/Chief Administrative Officer

Date: 3/2/23