

**WOODINVILLE FIRE & RESCUE**  
**Thursday, April 11, 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 Millman (virtual)

**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)  
Deputy Director Bryson (virtual)  
Finance Director Joan Montegary

**Absent**

Commissioner Barton

**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 Halbert. The motion passed, 4-0.

**Public Comment**

None.

**1. 2023 Benefit Charge Appeal Request**

Director Montegary reported that she received a late Benefit Charge appeal request. She reported that the house was unoccupied at the time the appeal requests were due but is occupied now. The home is sprinklered and she recommended to the Board that approve the request.

**MOTION:** *Commissioner van Veen moved that the Board of Fire Commissioners accept staff's recommendation to approve the request as presented; and to authorize the Board Chair to sign the letter prepared by staff. The motion was seconded by Commissioner Halbert. The motion passed, 4-0.*

**2. Staff Report 23-004: Forklift Replacement (attached hereto)**

DC Schutter presented the Staff Report that is attached hereto. Discussion ensued to include inquiries about a warranty and potential funding from EF&R.

Staff will investigate options and Board Secretary Frisch will add it to the May meeting agenda.

**3. Fire Chief Briefing**

Chief Lane provided the Fire Chief Briefing as attached hereto.

Director Montegary reported WF&R's contract reconciliation for October 1, 2021 through December 31, 2022 is \$481,211.70, which is less than was budgeted.

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

- a. Approval of meeting minutes from the March 14, 2023 regular meeting.
- b. Approval of Vouchers

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

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

Commissioner van Veen requested an update on the construction projects at Stations 33 and 35. DC Schutter reported that bidding for the Station 35 kitchen closes at the end of this month, and the Station 33 remodel is in the design phase with a forecasted start date in October of this year.

Commissioner Halbert expressed concern about the gates in the English Hill neighborhood, as the electronic routing system takes cars and emergency apparatus to the gate instead of a different route that would avoid it. He also noted that people park their cars there, rendering it impossible for responders to use in an emergency, and suggested that signage be added. Chief Lane reported that staff will work with Operations and the Fire Marshals Office to address the concerns.

**6. Adjournment**

Board Chair Collins adjourned the meeting at 5:55 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

  
\_\_\_\_\_  
Mike Millman, Commissioner, Position 4

  
\_\_\_\_\_  
Roger Collins, Commissioner, Position 5



**Woodinville Fire & Rescue**

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

**Tuesday, April 11, 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](tel:+15099311382), [287103346#](tel:+15099311382)  
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. 2023 Benefit Charge Appeal Request
2. Staff Report 23-004: Forklift Replacement
3. Fire Chief Briefing
4. Consent Agenda
  - a. Approval of Minutes from the March 14, 2023 Regular Meeting
  - b. Approval of Vouchers
5. Reports and Requests from the Commissioners/Good of the Order
6. Adjournment

# Woodinville Fire & Rescue



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

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DATE: April 11, 2023  
TO: Roger Collins, Chair  
Board of Fire Commissioners  
FROM: Dana Schutter, Deputy Chief of Logistics  
SUBJECT: **Forklift Replacement**

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### **Background**

The Station 31 forklift has reached the end of its mechanical life. There is a need for a replacement for use by the Training Consortium, duty crews, and facilities technicians to move large items around the property, including for extrication drills.

The need to move cars creates a need for a specific type of forklift referred to as a Telescopic Reach Forklift versus what would be considered a standard forklift.

### **Fiscal Impact**

Telescopic Reach Forklift:

- The cost of a 36-month lease option is \$4,410.70 per month for a total of \$158,785.20 over the term of the lease
- The cost of a refurbished lift is \$154,203.99
- The cost of a new lift is \$186,106.89

Standard forklift:

- The cost of a refurbished lift would be \$52,995.31

The Training consortium has agreed to rent the forklift from WF&R for the industry standard rate of \$2,300 per week when using it for extrication academies (usually twice a year for 1-2 weeks).

### **Recommendations**

Staff recommends that the Board approve the purchase of a refurbished Telescopic Reach Forklift in an amount not to exceed \$160,000.

Roger Collins, Chair  
Board of Fire Commissioners  
April 11, 2022  
Page 2 of 2

**PROPOSED MOTION**

I move that the Board of Fire Commissioners authorize the purchase of a refurbished Telescopic Reach Forklift in an amount not to exceed \$160,000.



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

To: Woodinville Fire & Rescue Board of Fire Commissioners  
From: Fire Chief Ben Lane  
Subject: Fire Chief Briefing – April 2023

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**Duvall RFP update:**

Staff presented to the KCFD 45 – Duvall Fire Commissioners on April 5<sup>th</sup>. The presentation was followed by a lengthy question and answer session. Redmond Fire is set to present on April 19<sup>th</sup>, EF&R anticipates hearing what the next steps will be near the end of April.

**Mercer Island Service Request:**

On April 4<sup>th</sup> the Mercer Island City Council authorized and directed the City Manager to seek proposals from the City of Bellevue and EF&R for a regional fire service model. Proposals are due back to the City Manager by May 3<sup>rd</sup>.

**Medical Separation**

EF&R medically separated Engineer Nick Miller from the department on March 15<sup>th</sup>. Labor and Management signed an MOU that identifies a process for his return should Mr. Miller be medically cleared within the next five years. We wish Nick all the best in his efforts to recover!

**PFAS Response to Ecology:**

EF&R and the City of Issaquah have provided the Washington State Department of Ecology with our joint PLP response and await a final response from DOE.

**EEOC Documents:**

The department has received closure statements on 6 of the 7 EEOC filings and expects to receive the final notification in the coming weeks.

**Wildfire Townhall:**

On May 1<sup>st</sup> EF&R is hosting a wildfire town hall at HQ with Rep. Schrier, Congresswoman Perry, and hopefully Public Lands Commissioner Hilary Franz. EF&R Operations and Emergency Management personnel will be there to participate. This will be a great opportunity to message D10 and D38's station partnership with DNR, as those contracts would go into effect that day.

**HWY 18 Funding Update:**

EF&R continues to be an active member of the SEAL-TC, DC Schutter has testified multiple times in the last 6 weeks in support of this project. The Governor's Budget now has HWY 18 funding scheduled to begin this biennium.

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## Woodinville Fire & Rescue Board of Fire Commissioners

### **Entry-level Interviews:**

Last week EF&R completed round one of entry-level firefighter interviews and moved 84 candidates forward to this week's panel interviews and anticipate moving 33 to the final interviews scheduled for next week, the finalists will be placed on an eligibility hiring list.

### **Fire Ground 425:**

EF&R will be hosting Fire Ground 425 at station 31 on June 18<sup>th</sup>, this is a great opportunity to get firsthand experience of the work the men and women of EF&R do. We anticipate offering two spots to the WF&R Board of Commissioners, please be on the lookout for invites in the coming weeks.

### **New Assistant Fire Marshal:**



My name is Kevin Carolan, and I am excited and grateful to be back with Eastside Fire & Rescue as an Assistant Fire Marshal. I grew up in New York and a few months after receiving a bachelor's degree in Economics from SUNY Albany class of '90, I started my Fire Service career with the FDNY. I spent about 12 years working at H&L Co 5 before retiring with a line of duty injury in 2002.

After moving to Washington State, I soon decided to follow my passion and get back into the Fire Service and I was hired by Bellevue Fire Prevention in 2008. I was promoted to Assistant

Fire Marshal in 2015 and oversaw the Inspections and Fire investigation teams. In December 2020, I took a position with Woodinville Fire which soon turned into a position with Eastside Fire & Rescue. I left for an Assistant Fire Marshal position with Renton RFA last April but decided to return to Eastside as it is a better fit for me.

My wife Isabel and I reside in Woodinville with our daughters Paloma (12), Elena (10). I am an avid bicyclist (Road, MTB, Gravel) and skier. I enjoy those and many other outdoor activities with my wife and kids.

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# Special District Voucher Approval Document

2023-06

KC v2.0

**Scheduled Payment Date:** 03/27/2023  
**Total Amount:** \$5,190.25  
**Control Total:** 4  
**Payment Method:** WARRANT

**District Name:** Woodinville Fire & Rescue  
**File Name:** AP\_WDNVLFIR\_APSUPINV\_20230323092209.csv  
**Fund #:** 100360010

### CONTACT INFORMATION

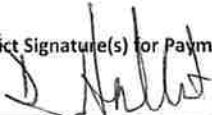
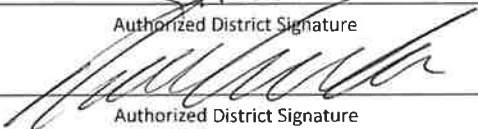
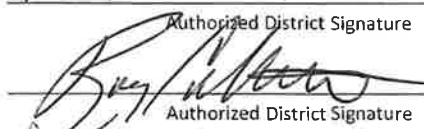
Preparer's Name:  Email Address: kcprinting@esf-r.org

### 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)):

<u></u>	<u>4.11.23</u>	<u>/s/ Mike Millman</u>	<u>4/11/23</u>
Authorized District Signature	Date	Authorized District Signature	Date
<u></u>	<u>4/11/23</u>	<u></u>	<u>4/11/23</u>
Authorized District Signature	Date	Authorized District Signature	Date
_____	_____	<u>Juan S. Montenegro</u>	<u>3/23/2023</u>
Authorized District Signature	Date	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

District Name: Woodinville Fire & Rescue

File Name: AP\_WDNVLFIR\_APSUPINV\_20230323092209.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
GARY HEUSLEIN			230302001	03/27/2023	\$164.90	23-Apr
IAFF HEALTH & WELLNESS TRUST			230302002	03/27/2023	\$331.12	32238
LIFTOFF LLC			230302003	03/27/2023	\$1,602.00	7081REN2023
STATE AUDITOR'S OFFICE			230302004	03/27/2023	\$3,092.23	L153745

## ACCOUNTS PAYABLE

Woodinville Fire & Rescue

As Of: 03/27/2023

Time: 15:07:29 Date: 03/22/2023

Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
<b>20232</b>	<b>03/22/2023</b>	<b>03/27/2023</b>	<b>GARY HEUSLEIN</b>	<b>164.90</b>	<b>APRIL 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>20233</b>	<b>03/19/2023</b>	<b>03/27/2023</b>	<b>IAFF HEALTH &amp; WELLNESS TRUST</b>	<b>331.12</b>	<b>APRIL 2023; LEOFF 1 Supp Medical Plan Premium (April 2023)</b>
522 10 22 30-01	LEOFF 1 - Medicare/Med		001 000 522 General Expense	331.12	LEOFF 1 Supp Medical Plan Premium (April 2023)
<b>20234</b>	<b>03/21/2023</b>	<b>03/27/2023</b>	<b>LIFTOFF LLC</b>	<b>1,602.00</b>	<b>BoFC MS Office Licenses (12 mos; May 2023-May 2024)</b>
522 10 48 30-06	IT - Software Licensing		001 000 522 General Expense	1,602.00	BoFC MS Office Licenses (12 mos; May 2023-May 2024)
<b>20235</b>	<b>03/10/2023</b>	<b>03/27/2023</b>	<b>STATE AUDITOR'S OFFICE</b>	<b>3,092.23</b>	<b>2021 Audit; invoice L153745</b>
522 10 41 10-11	Intergov Prof Svcs- State		001 000 522 General Expense	3,092.23	2021 Audit; invoice L153745

Report Total: 5,190.25

Fund	
001 General Expense Fund (10-036-0010)	5,190.25

This report has been reviewed by:

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

Date: 3/23/2023



# Special District Voucher Approval Document

2023-07

KC v2.0

Scheduled Payment Date: 04/10/2023

Total Amount: \$970.79

Control Total: 3

Payment Method: WARRANT

District Name: Woodinville Fire & Rescue

File Name: AP\_WDNVLFIR\_APSUPINV\_20230406124010.csv

Fund #: 100360010

### CONTACT INFORMATION

Preparer's Name:

*Elyse B. Lins*

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>	<u>4.11.23</u>
Authorized District Signature	Date
<i>[Signature]</i>	<u>4/11/23</u>
Authorized District Signature	Date
Authorized District Signature	Date

<i>/s/mike millman</i>	<u>4/11/23</u>
Authorized District Signature	Date
<i>[Signature]</i>	<u>4/11/23</u>
Authorized District Signature	Date
<i>Joan S. Montegary</i>	<u>4/6/23</u>
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

District Name: Woodinville Fire & Rescue

File Name: AP\_WDNVLFIR\_APSUPINV\_20230406124010.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ATTN: CITY ADMINISTRATOR CITY OF DUVALL			230401001	04/10/2023	\$270.00	Q12023
CITY OF WOODINVILLE			230401002	04/10/2023	\$570.00	Q12023
US BANK CORPORATE PAYMENT SYSTEMS			230401003	04/10/2023	\$130.79	1420-2

## ACCOUNTS PAYABLE

Woodinville Fire & Rescue

As Of: 04/10/2023

Time: 12:12:29 Date: 04/06/2023

Page: 1

Accts Pay # Received Date Due	Vendor	Amount	Memo
<b>20237 03/31/202304/10/20231244</b>	<b>CITY OF DUVAL, ATTN: CITY ADMINISTRATOR</b>	<b>270.00</b>	<b>City of Duvall's Share of Q1 2023 IFC Permit Receipts</b>
522 30 41 10-01 COW 5% Of Permit Fees	001 000 522 General Expense	270.00	City of Duvall's Share of Q1 2023 IFC Permit Receipts
<b>20236 03/31/202304/10/2023169</b>	<b>CITY OF WOODINVILLE</b>	<b>570.00</b>	<b>CoW Share of Q1 2023 IFC Permit Receipts</b>
522 30 41 10-01 COW 5% Of Permit Fees	001 000 522 General Expense	570.00	CoW Share of Q1 2023 IFC Permit Receipts
<b>20238 03/02/202304/10/20231232</b>	<b>US BANK CORPORATE PAYMENT SYSTEMS</b>	<b>130.79</b>	<b>2/2-3/1; BoFC MS Licenses (\$130.79/mo)</b>
522 10 48 30-06 IT - Software Licensing	001 000 522 General Expense	130.79	BoFC MS Licenses
Report Total:		970.79	
Fund			
001 General Expense Fund (10-036-0010)		970.79	

This report has been reviewed by:

Signature: Joan S Montegary  
Fire Chief/Chief Administrative Officer

Date: 4/6/23