

WOODINVILLE FIRE & RESCUE
Thursday, May 9, 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 (virtual)

Staff

Deputy Chief Will Aho
Board Secretary Nicole Frisch
Deputy Chief Doug McDonald
Deputy Director Formisano (virtual)
Finance Director Joan Montegary

Consideration and Approval of Agenda in Content and Order

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

Public Comment

None.

1. Discussion: 5-Year Budget Forecast

Director Montegary presented the 5-year budget forecast as attached hereto.

Commissioner van Veen arrived at 5:04 p.m.

2. Staff Report 23-005: Surplus Property (Forklift) (attached hereto)

Director Montegary presented the Staff Report as attached hereto.

MOTION: Commissioner van Veen moved that the Board of Fire Commissioners approve staff's recommendation to dispose of the forklift as a no-value asset. The motion was seconded by Commissioner Millman. The motion passed, 5-0.

3. Fire Chief Briefing

DC Aho provided the Fire Chief Briefing as attached hereto.

4. Consent Agenda (attached hereto)

- a. Approval of meeting minutes from the April 11, 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, 5-0.

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

Commissioner Barton requested feedback as it relates to King County's fire investigation services. DC Aho reported that he hasn't heard any concerns, but can dig into it if it's an issue.

Commissioner Millman reported that King County is forecasting an El Nino summer with record heat and inquired about the possibility of cooling shelters in the District. DC Aho reported that EF&R's Emergency Manager, Andrew Stevens coordinates that. DC McDonald reported that he and DC Aho have been talking with the crews about proper hydration and calling for additional resources during incidents while experiencing elevated temperatures. DD Formisano reported that EF&R's Emergency Manager and MIH team get notified of open cooling centers and the PIO communicates to the community through social media.

Commissioner Collins requested information on EF&R's overtime this year. DC Aho and Director Montegary reported that it is trending downward due to increased staffing.

6. Adjournment

Board Chair Collins adjourned the meeting at 6:02 p.m.



Nicole Frisch, Board Secretary



Derek van Veen, Commissioner, Position 1

/s/ Doug Halbert
Doug Halbert, Commissioner, Position 2

Anjela Barton
Anjela Barton, Commissioner, Position 3

absent 05/13/23
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, May 9, 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#

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. Discussion: 5-Year Budget Forecast
2. Staff Report 23-005 – Surplus Property (Forklift)
3. Fire Chief Briefing
4. Consent Agenda
 - a. Approval of Minutes from the April 11, 2023 Regular Meeting
 - b. Approval of General Vouchers
5. Reports and Requests from the Commissioners/Good of the Order
6. Adjournment

Woodinville Fire & Rescue

2023 Budget

Adopted November 8, 2022



Board of Fire Commissioners

Derek Van Veen
Position 1

Doug Halbert
Position 2

Anjela Barton
Position 3

Mike Millman
Position 4

Roger Collins
Position 5

Joan S. Montegary
Finance Director

Scott Faires
Budget/Finance Analyst

Woodinville Fire & Rescue

2023 Budget

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Woodinville Fire & Rescue

175 Newport Way NW

Issaquah, WA 98027

Phone 425-313-3200 • Fax 425-313-3237

January 2023

The following pages include Woodinville Fire & Rescue's (the "District") 2023 operating budget. As we always strive to do, this budget is built with the objective of maintaining our high quality service to our community, maintaining our facilities and assets, and replacing assets when necessary. From 2017 through 2021, we were very intentional in our budgeting to build the District's reserve fund. This has allowed us to be well-prepared for what is sure to be a difficult economic period over the next year. We were able to dramatically reduce our collections in 2022 and, in this 2023 budget, are not collecting any extra funds to add to the reserve. Our annual budget is funded mainly through a property tax levy, a fire benefit charge, and the King County Emergency Medical Services levy. Although the current rise in costs has required an increase in our overall collections, our prudent fiscal management has enabled us to bring our effective tax rate down to the lowest in over ten years.

The Board of Fire Commissioners reviewed the draft budget on October 11, 2022 and provided staff with final guidance on building the 2023 budget. A public hearing on the budget and fire benefit charge was advertised and held on October 25, 2022 prior to the final budget adoption on November 8, 2022. The 2023 operating budget is \$15,615,453.

In an effort to increase efficiency and ensure sustainability, the Board of Fire Commissioners has continually been seeking out potential regionalization opportunities. In late 2021, the District entered into an Interlocal Agreement for fire and emergency services with Eastside Fire & Rescue ("EFR"). The District's employees became EFR employees on October 1, 2021. This has been and continues to be an exciting time for the District and the communities we serve.

Thank you once more for your support and for allowing Woodinville Fire & Rescue to serve and meet your emergent and non-emergent needs. We look forward to a healthy and productive 2023.

Sincerely,

Roger Collins

Mike Millman

Anjela Barton

Doug Halbert

Derek Van Veen

Woodinville Fire & Rescue Board of Fire Commissioners

Prepare - Prevent - Perform

www.wf-r.org

Woodinville Fire & Rescue

2023 Budget

Budget and Forecast Assumptions

Revenue

Assessed Value: The forecast assumes an 8 percent increase in assessed valuation per year for 2024-2027. A levy lid lift is not considered in this forecast.

Property Tax Levy: The property tax levy is forecasted with the 1 percent allowable annual increase for 2024 - 2027 and an estimated \$75,000/year new construction levy and relevel for prior year refunds.

Fire Benefit Charge: The 2023 effective tax rate is calculated at \$0.81/\$1,000 of assessed value. With a property tax levy of \$0.50715, the fire benefit charge is \$0.30285.

EMS Levy: The 2023 amount in the budget (\$702,632) is the amount received and kept by the District. This amount is calculated and provided to the District by King County EMS. There are other funds provided through the EMS levy that are paid out to other fire/EMS agencies for services provided. The forecast assumes a 5 percent increase per year for 2024 - 2027.

Excludes: Revenue from the potential sale of any surplus assets.

Expenditures

Effective October 1, 2021, the District entered into a contract for service with Eastside Fire & Rescue ("EFR"). The expense budget includes the contract fee paid by the District to EFR under the terms of the contract.

Contract for Service: The contract for service with EFR includes labor and operating expenses as well as annual contributions to the Equipment Reserve Fund ("ERF") and the Capital Facilities Maintenance Fund ("CFMF"). The forecast assumes a 5 percent increase per year to the labor and operating expenses for 2024 - 2027. The forecast assumes a 3 percent increase per year to the District's contributions to the ERF and the CFMF for 2024 - 2027, as provided by the contract for service.

Other Expenditures: The forecast assumes a 4 percent increase per year for all expenditures for 2024 - 2027 with two exceptions. Amounts budgeted for Elections are based on actual terms of Commissioners and anticipated election years; and the contract for service with Eastside Fire & Rescue is calculated as explained above.

Transfers to Reserve Fund: The 2023 budget does not include a contribution to the District's Reserve Fund. There is a contribution to the Reserve Fund each year beginning in 2024.

Reserve Fund: The 2023 budget anticipates expenditures of \$1,057,100 out of the Reserve Fund for capital improvements (facilities), apparatus purchases, and tool and equipment purchases/replacement.

Woodinville Fire & Rescue

2023 Budget

Five-Year Forecast

In actual \$	2022 Actual	2023 Budget	2024 Forecast	2025 Forecast	2026 Forecast	2027 Forecast
Assessed Value	13,383,164,327	18,309,001,967	19,773,722,124	21,355,619,894	23,064,069,486	24,909,195,045
Property Tax	9,088,745	9,292,121	9,344,361	9,437,055	9,530,676	9,625,233
Fire Benefit Charge	4,456,031	5,548,867	6,506,031	7,167,165	7,895,425	8,667,691
EMS Levy	641,411	702,632	737,764	774,652	813,384	854,054
Other	598,236	125,000	126,250	127,513	128,788	130,076
Revenues	14,784,423	15,668,620	16,714,406	17,506,383	18,368,273	19,277,053
Operating Expenses	13,987,571	15,615,453	16,414,406	17,191,383	18,038,273	18,927,053
Capital Expenses	16,793			-		
Reserve Fund	-	-	300,000	315,000	330,000	350,000
Expenditures	14,004,364	15,615,453	16,714,406	17,506,383	18,368,273	19,277,053
Operating Reserve Requirement	5,828,155	6,506,439	6,839,336	7,163,076	7,515,947	7,886,272
Ending Balance ALL Funds	25,106,044	21,279,394	21,912,291	22,251,031	22,618,902	23,009,227
Effective Tax Rate per \$1,000 AV	1.01	0.81	0.80	0.78	0.76	0.73

Woodinville Fire & Rescue

2023 Budget

2023 Expense Budget

	Category	2023 Budget	2022 Budget	Difference	% Difference
1	Commissioners	\$ 27,450	\$ 52,267	\$ (24,817)	-47.48%
2	Administration	\$ 15,505,803	\$ 14,050,615	\$ 1,455,188	10.36%
3	Community Services	\$ -	\$ -	\$ -	
4	Training & Development	\$ -	\$ -	\$ -	
5	Health and Safety	\$ -	\$ -	\$ -	
6	Community Risk Reduction	\$ -	\$ -	\$ -	
7	Response Operations	\$ -	\$ -	\$ -	
8	Technical Rescue	\$ -	\$ -	\$ -	
9	Hazmat	\$ -	\$ -	\$ -	
10	Wildland	\$ -	\$ -	\$ -	
11	Fleet Maintenance	\$ -	\$ -	\$ -	
12	Facilities	\$ -	\$ -	\$ -	
13	Volunteers	\$ -	\$ -	\$ -	
14	Non-Departmental	\$ 82,200	\$ 147,300	\$ (65,100)	-44.20%
	Capital Improvements	\$ 1,057,100	\$ 463,200	\$ 593,900	128.22%
	Total	\$ 16,672,553	\$ 14,713,382	\$ 1,959,171	13.32%
	Reserves for Capital Improvements	\$ (1,057,100)	\$ (463,200)	\$ (593,900)	
	Operating Expenses	\$ 15,615,453	\$ 14,250,182	\$ 1,365,271	9.58%

Reserves

A	Station 31: Kitchen upgrade	200,000.00
B	Station 35: Kitchen remodel	300,000.00
C	Station 35: Bathroom remodel	200,000.00
D	Station 31: Simplex panel emergency replace	25,000.00
E	Station 35: Simplex panel emergency replace	20,000.00
F	Station 35: Generator replacement (balance)	105,000.00
G	BC Rig (balance)	39,000.00
H	Brush Truck (balance)	49,100.00
I	PSERN Radios	119,000.00
		<u><u>1,057,100.00</u></u>

Woodinville Fire & Rescue

2023 Budget

2023 Revenue Budget

	Revenue Classification	2023 Revenue Budget	2022 Revenue Budget	Difference	% Difference
1	Property Tax Levy	\$ 9,292,121	\$ 9,092,270	\$ 199,851	2.20%
2	Fire Benefit Charge	\$ 5,548,867	\$ 4,423,177	\$ 1,125,690	25.45%
3	King County EMS Levy	\$ 702,632	\$ 641,411	\$ 61,221	9.54%
4	Permit/Plan Review Revenue	\$ 50,000	\$ 100,000	\$ (50,000)	-50.00%
5	Miscellaneous Revenue	\$ 75,000	\$ 100,000	\$ (25,000)	-25.00%
		\$ 15,668,620	\$ 14,356,858	\$ 1,311,762	9.14%

Notes:

- A The jurisdictional assessed value (AV) increased by 36.8 percent.
- B The 2023 budget is built on a fire benefit charge amount of \$5,548,867.
- C The 2023 total property tax and fire benefit charge collection is anticipated to be \$1,292,212 (or 9.57%) more than the 2022 collection.

Woodinville Fire & Rescue

2023 Budget

Reserve Fund
Thru December 2022

	Apparatus	Tools & Equipment	Facilities	Building	Emergency	Total
2019 YE Balance	\$ 3,739,368	\$ 1,343,579	\$ 660,450	\$ 2,180,687	\$ 3,300,000	\$ 11,224,084
2020 YE Balance	\$ 4,000,368	\$ 1,400,000	\$ 750,000	\$ 4,324,190	\$ 3,300,000	\$ 13,774,558
2021 YE Balance	\$ 4,125,535	\$ 1,789,477	\$ 1,120,772	\$ 5,500,028	\$ 3,300,000	\$ 15,835,811
2022 Transfers IN	\$ -	\$ -		\$ -	\$ -	\$ -
2022 Expenses/Re-balancing	\$ (38,273)	\$ 5,123	\$ 645,271		\$ (957,682)	\$ (345,560)
2022 Interest/Fees	\$ -			\$ 150,071		\$ 150,071
2022 YE Balance	\$ 4,087,262	\$ 1,794,600	\$ 1,766,043	\$ 5,650,099	\$ 2,342,318	\$ 15,640,322
Goals	\$ 4,000,000	\$ 1,500,000	\$ 700,000	\$ 5,500,000	\$ 2,342,318	\$ 14,042,318
<i>Delta</i>	\$ 87,262	\$ 294,600	\$ 1,066,043	\$ 150,099	\$ -	\$ 1,598,004

Notes:

- Apparatus:** Requires ongoing funding in order to replace apparatus when needed.
- Tools & Equipment:** Funds to replace items such as PPE, SCBA, MDCs, etc.
- Facilities:** \$300,000 for HQ; \$175,000 each for Stations 33 and 35; \$50,000 for Annex.
- Building:** Proceeds from sale of real estate and add'l amounts for future building(s).
- Emergency:** Funded at 15 percent of operating expenses.

Reserve Fund goals adjusted per Board of Fire Commissioner direction on 10/11/22.

Woodinville Fire & Rescue

2023 Budget

Benefit Liability Reserve Fund
Thru December 2022

	HRA (Separated Employees)	Vacation Leave	Sick Leave	Retirement Incentive Program/ Severance	Post- Retirement Medical	LEOFF 1	Total
2019 YE Balance	\$ 214,580	\$ 5,800	\$ 519,275	\$ -	\$ 75,558	\$ 375,000	\$ 1,190,213
2020 YE Balance	\$ 214,580	\$ 38,000	\$ 505,279	\$ 750,000	\$ 75,000	\$ 375,000	\$ 1,957,859
2021 YE Balance	\$ 180,000	\$ -	\$ -	\$ 340,000	\$ 360,000	\$ 430,365	\$ 1,310,365
2022 Transfers IN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2022 Expenses/Re-balancing	\$ (150,000)	\$ -	\$ -	\$ (340,000)	\$ (123,000)	\$ 202,755	\$ (410,245)
2022 Interest/Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,005	\$ 9,005
2022 YE Balance	\$ 30,000	\$ -	\$ -	\$ -	\$ 237,000	\$ 642,125	\$ 909,125
Goals	\$ 30,000	\$ -	\$ -	\$ -	\$ 237,000	\$ 463,637	\$ 730,637
<i>Delta</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 178,488	\$ 178,488

Notes:

- HRA (Separated EEs):* Funded at 100 percent.
- Vacation Leave:* No balance needed; employees transferred to Eastside Fire & Rescue. Balance moved to regular reserve fund.
- Sick Leave:* No balance needed; employees transferred to Eastside Fire & Rescue. Balance moved to regular reserve fund.
- RIP/Severance Pymts:* Final payments made in 2022.
- Post-Retire Medical:* Funded at 100 percent. Annual payments with last payment due in 2033.
- LEOFF 1:* Funded at 100 percent of state actuary recommendation.

Woodinville Fire & Rescue

2023 Budget

2023 Effective Tax Rate Worksheet

2023 Assessed Valuation	\$	18,309,001,967
2023 Expense Budget	\$	15,615,453
Reserve Fund Allocation	\$	-
Total Anticipated 2023 Expenses	\$	15,615,453
2023 EMS Levy	\$	702,632
2023 Estimated Permit/Plan Review Revenue	\$	50,000
2023 Estimated Miscellaneous Revenue	\$	75,000
2023 Allowable Property Tax Levy	\$	9,292,121
2023 Fire Benefit Charge	\$	5,548,867
Total Anticipated 2023 Revenue	\$	15,668,620
2023 Effective Tax Rate/\$1,000 of Assessed Value	\$	0.81

Notes:

The effective tax rate (ETR) represented above is provided solely for demonstrative value for use in a comparative analysis of previous budgets. The number is calculated as:

$$\text{ETR} = ((\text{FBC} + \text{Property Tax Levy})/\text{AV}) * 1000.$$

Woodinville Fire & Rescue

2023 Budget

Historical Data

Year	Assessed Valuation	AV % Change	Property Tax Levy	Levy Rate	FBC Assessment	ETR	% FBC of Expense Budget	Other Revenue	Total Revenue	Rev % Change	Expense Budget	Budget Change
2014	\$ 7,487,803,154	7.81%	\$ 7,477,494	\$1.00	\$ 4,336,947	\$1.58	37.54%	\$ 596,536	\$ 12,410,977	3.54%	\$ 11,551,532	-2.08%
2015	\$ 8,052,423,295	7.54%	\$ 7,916,092	\$0.98	\$ 4,174,402	\$1.50	35.08%	\$ 580,000	\$ 12,670,494	2.09%	\$ 11,898,080	3.00%
2016	\$ 8,513,956,279	5.73%	\$ 7,985,285	\$0.94	\$ 4,744,716	\$1.50	37.97%	\$ 617,766	\$ 13,347,767	5.35%	\$ 12,494,921	5.02%
2017	\$ 8,853,998,427	3.99%	\$ 8,111,241	\$0.92	\$ 5,172,623	\$1.50	40.91%	\$ 606,251	\$ 13,890,115	4.06%	\$ 12,643,097	1.19%
2018	\$ 9,784,364,064	10.51%	\$ 8,386,796	\$0.86	\$ 5,773,189	\$1.45	42.28%	\$ 748,584	\$ 14,908,569	7.33%	\$ 13,653,571	7.99%
2019	\$ 10,855,819,664	10.95%	\$ 8,594,571	\$0.79	\$ 6,572,663	\$1.40	46.18%	\$ 769,280	\$ 15,936,514	6.89%	\$ 14,233,045	4.24%
2020	\$ 11,734,560,501	8.09%	\$ 8,798,962	\$0.75	\$ 6,856,565	\$1.33	46.17%	\$ 744,280	\$ 16,399,807	2.91%	\$ 14,852,284	4.35%
2021	\$ 11,682,870,432	-0.44%	\$ 8,943,018	\$0.77	\$ 5,774,220	\$1.26	38.67%	\$ 779,432	\$ 15,496,670	-5.51%	\$ 14,932,759	0.54%
2022	\$ 13,383,164,327	14.55%	\$ 9,092,270	\$0.68	\$ 4,423,177	\$1.01	31.04%	\$ 841,411	\$ 14,356,858	-7.36%	\$ 14,250,182	-4.57%
2023	\$ 18,309,001,967	36.81%	\$ 9,292,121	\$0.51	\$ 5,548,867	\$0.81	35.53%	\$ 827,632	\$ 15,668,620	9.14%	\$ 15,615,453	9.58%
10 Year Average		10.56%		\$0.82	\$ 5,337,737	\$1.33	39.14%			2.84%		2.93%

**WOODINVILLE FIRE & RESCUE
RESOLUTION NO. 2022-05**

2023 FIRE BENEFIT CHARGE

A resolution of the Board of Fire Commissioners of Woodinville Fire & Rescue imposing a fire benefit charge on personal property and improvements to real property within the District for calendar year 2023

RECITALS

WHEREAS, the Board of Fire Commissioners of a fire district may, by resolution, for fire protection district purposes authorize by law, fix and impose a benefit charge on personal property and improvements to real property which are located within the fire protection district on the date specified, and which have or will receive benefits provided by the fire protection district, to be paid by the owners of the property; and

WHEREAS, in 2019, the voters of Woodinville Fire & Rescue (the "District") authorized the imposition of a fire benefit charge for a period of six years, 2020 through 2025; and

WHEREAS, pursuant to RCW 52.18.060(2), a public hearing was held on October 25, 2022; and

WHEREAS, the Board of Fire Commissioners (the "Board") of the District has met and considered the District budget for the calendar year 2023; and

WHEREAS, the District's fire benefit charge amount from the previous year was \$4,423,177; and

WHEREAS, at the conclusion of the public hearing on October 25, 2022, and after deliberations held thereafter, the District's Board of Fire Commissioners determined it necessary to impose a fire benefit charge on personal property and improvements to real property within the District for fiscal year 2023.

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

1. That fire benefit charges take into consideration the insurance savings resulting from the provision of benefits by the District, the amount of fire protection required by the property and the special services provided to the properties by the District.

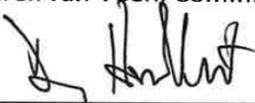
2. That the Board determined that the methodology used to calculate the fire benefit charges reasonably takes into consideration the facts and circumstances of each property for which a fire benefit charge is imposed, and each individual fire benefit charge is reasonably proportioned to the measurable benefits to the property resulting from the services afforded by the District.
3. That the amount of the benefit charge to be collected in 2023 is hereby established to not exceed **\$5,548,867**.
4. That as part of the 2023 budget adoption, an increase in the proposed aggregate fire benefit charge is hereby authorized for 2023 in the amount of \$1,125,690 which is a percentage *increase* of approximately 25.45 percent from the previous year.
5. That the proposed fire benefit charge will be imposed on the affected properties beginning January 1, 2023.
6. That the property owners will be notified, in writing, of the amount of the benefit charge to be imposed on their property prior to the implementation of the provisions of RCW 52.18.070 establishing a Fire Benefit Charge Review Board.

**ADOPTED AT A REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS OF
WOODINVILLE FIRE & RESCUE THIS 8th DAY OF NOVEMBER 2022.**

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



Berek van Veen, Commissioner, Position 1



Doug Halbert, Commissioner, Position 2



Anjela Barton, Commissioner, Position 3

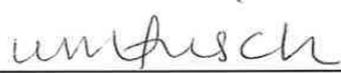


Michael Millman, Commissioner, Position 4



Roger Collins, Commissioner, Position 5

Attest:



Nicole M. Frisch, Board Secretary

**WOODINVILLE FIRE & RESCUE
RESOLUTION NO. 2022-06**

**2023 PROPERTY TAX INCREASE,
PROPERTY TAX LEVY AND
BUDGET ADOPTION**

RECITALS

WHEREAS, the Board of Fire Commissioners (the "Board") of Woodinville Fire & Rescue (the "District") met and considered the District budget for the calendar year 2023; and

WHEREAS, the Board has properly given notice of the public hearing held on October 25, 2022 to consider the District's current expense budget for the 2023 calendar year pursuant to RCW 84.55.120; and

WHEREAS, the Board, after the public hearing and after duly considering all relevant evidence and testimony presented, has determined that the District requires an increase in property tax revenue from the previous year, in addition to the increase resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the District and in its best interest; and

WHEREAS, the County Assessor has notified the District that the assessed valuation of real properties lying within the boundaries of the District for the assessment year 2022 and tax year 2023 is estimated to be \$18,322,207,555; and

WHEREAS, the District's actual levy amount from the previous year was \$9,092,270; and

WHEREAS, the population within the District is more than 10,000;

NOW, THEREFORE, it is resolved by the Board of Fire Commissioners for Woodinville Fire & Rescue, after hearing and duly considering all relevant evidence and testimony presented:

1. That the Honorable County Council of King County, Washington, be and is hereby requested to make a levy for said Woodinville Fire & Rescue (King County Fire Protection District #36) totaling **\$9,292,121**.
2. This amount includes an increase in property tax revenue from the previous year and amounts resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property and amounts

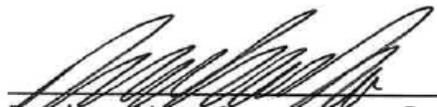
authorized by law as a result of any annexation that have occurred and \$27,807 in refunds made.

3. That under RCW 84.55.120 and as part of the 2023 budget adoption, an increase in the regular property tax levy is hereby authorized. The dollar amount of the increase over the actual levy amount from the previous year shall be **\$85,315**, which is a percentage increase of **0.94** percent from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and \$27,807 in refunds made.
4. That as part of the 2023 budget adoption, the Board has determined it necessary to impose a fire benefit charge in the amount of **\$5,548,867** on personal property and improvements to real property within the District for fiscal year 2023.
5. That the Board hereby adopts the District's total budget for 2023 in the amount of \$15,615,453 for operating expenses.

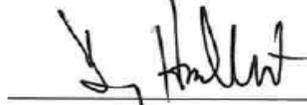
ADOPTED AT A REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS OF

WOODINVILLE FIRE & RESCUE THIS 8th DAY OF NOVEMBER 2022.

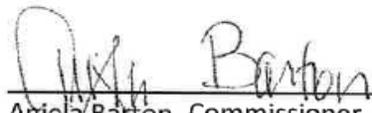
**WOODINVILLE FIRE & RESCUE
COUNTY OF KING, WASHINGTON**



Derek van Veen, Commissioner, Position 1



Doug Halbert, Commissioner, Position 2



Anjela Barton, Commissioner, Position 3



Michael Millman, Commissioner, Position 4



Roger Collins, Commissioner, Position 5

Attest:



Nicole M. Frisch, Board Secretary

Woodinville Fire & Rescue



M E M O R A N D U M

DATE: May 9, 2023

TO: Roger Collins, Chair
Board of Fire Commissioners

FROM: Joan S. Montegary, Finance Director *JSM*

**SUBJECT: Staff Report 23-005
Surplus Property – Forklift**

Background

The District has a forklift that was sent to Papé for inspection and maintenance after a large oil leak was found. This Hyster H60XM has more than 11,500 hours on it. Due to its mechanical condition (as noted on the attached inspection report) and the associated costs of repairs, the mechanics at Papé have stated that the cost of repairs exceeds the value of the forklift, and they recommend that the District consider replacement.

Options

Based on the information from the mechanics at Papé, Staff believes that the forklift, if used, poses a serious safety risk. Additionally, as stated above, the current condition, extensive issues identified, and the hours of use would indicate that the forklift has little to no value – repair costs exceed the value of the forklift. Following are two potential courses of action:

1. The Board of Fire Commissioners could declare the forklift as having no value and request that Papé dispose of it; or
2. The Board of Fire Commissioners could request that Papé return the forklift to Station 31 and Staff will take the necessary steps to list the forklift for sale at public auction. Should this option be chosen, Staff would request from the Board a minimum acceptable dollar amount as a sale price and the Board Chair's signature on an Acknowledgment of Risks, Release and Wavier, and Hold Harmless Agreement Pertaining to the Purchase of Surplus Equipment (example attached).

Recommendation

Staff recommends that the Board of Fire Commissioners permit staff to work with Papé to properly dispose of the above-referenced forklift as having no value.

JSM/nmf

Roger Collins, Chair
Board of Fire Commissioners
May 9, 2023
Page 2 of 3

PROPOSED MOTIONS

I move that the Board of Fire Commissioners approve Staff's recommendation to dispose of the forklift as a no-value asset.

OR

I move that Staff have the forklift returned to Station 31 and take the necessary steps to sell the forklift at public auction.

**Acknowledgment of Risks, Release and Waiver, and Hold Harmless Agreement
Pertaining to the Purchase of Surplus Equipment from
Woodinville Fire & Rescue/Eastside Fire & Rescue**

I, the undersigned, do hereby acknowledge that I have agreed to purchase from Woodinville Fire & Rescue/Eastside Fire & Rescue (the "Seller") a certain piece of surplus equipment described as, a Hyster Forklift Model H60XM, Serial No. D177B15815R for the sum of _____ dollars. I hereby acknowledge that the Seller does not guarantee the condition of this above-described equipment in any fashion and that no warranty of any kind has been or is being made by the Seller as regards this equipment. The equipment is used, and the Seller does not certify that it has not been modified or altered from its original design. The Seller does not certify or warrant that this equipment is safe or fit for any particular use and I rely wholly on my own observations and inspection of the equipment in determining what use I might make of the equipment in the future and as to its safe or unsafe condition. I recognize and acknowledge that the above-described equipment is being sold by the Seller in an **AS-IS, WHERE-IS CONDITION**, without a warranty as to its fitness or safety and that any verbal representations to the contrary are repudiated hereby in this document.

Furthermore, in consideration of the Seller's agreement to sell me this equipment at the price stated above, I, on behalf of myself, my heirs, assigns and personal representatives, waive and release any and all rights and causes of action for damages or injury which I may have or which may accrue to me hereafter, whether now known or unknown, against the Seller, its employees, officials, officers and agents for any and all loss, damage or injury or claim or legal action thereof on account of any injury or death to me or my property arising out of or in connection with the use and/or ownership of the equipment purchased herein. I further agree to hold harmless, defend and indemnify the Seller, its employees, officials, officers, and agents from any and all claims of liability for injury or damage suffered by third parties or entities arising out of my use or ownership of the equipment being purchased herein.

I HAVE FULLY READ THE ABOVE DOCUMENT, UNDERSTAND ITS CONTENTS FULLY, AND AGREE TO ITS TERMS AND CONDITIONS ENTIRELY.

Signature

Printed Name

Company or Agency Name

Date

SELLER:

Roger Collins, Board Chair
Woodinville Fire & Rescue

In / Out-Bound Inspection - Condition Report

CUSTOMER Eastside Fire & Rescue		PHONE NUMBER	ACCOUNT NUMBER	DATE 2/20/23
LOCATION		IN-BOUND MECHANIC Chris	WORK ORDER NUMBER 91911750	
MAKE Hyster	MODEL H60XM	SERIAL NUMBER D177B15815R		HOUR METER 11,502
UPRIGHT #		LIFT HEIGHT	ATTACHMENT	ENGINE
UNIT NUMBER				
TRANSMISSION				

Notes: Unit came in with large oil leak.

Inspection Items

IN	OUT	Inspected Item	IN	OUT	Inspected Item
		✓ = OK "S"= Safety "R"= Needs Repair			30. Clutch or inching
		1. Wheel and tire condition			31. Monotrol/accelerator pedal or controller
		2. Wheel lug nuts			32. Exhaust system
		3. Hoist mechanism			33. Engine oil and filter
		4. Hydraulic lines and fittings			34. Lubrication Points
		5. Attachment operation			35. Hydraulic tank breather(s)
		6. Brake lines and fittings			37. Diff., speed reducer, or MDU oil
		7. Pedal and lever linkages			38. Check Transmission oil and filter
		8. Cleanliness of the unit (if applicable)			39. Hydraulic oil and filter(s)
		9. Battery terminals, cables, & connectors			40. Seat restraint and belts
		10. Air compressor mounting			41. Control panel and contactor tips
		11. Cooling system hoses			42. Motor brushes
		12. Water pump			43. Fuel sediment bowl
		13. Drive belts			44. Water separator or primary fuel filter
		14. Radiator			45. Final fuel filter
		15. Anti-freeze			46. Air filter, filter ducts and pre-cleaner
		16. Power steering fluid			47. Engine valves (Noise)
		17. Hydraulic oil			48. Spark plug & wire condition
		18. Brake fluid			49. Compression Test Recommended
		19. Battery specific gravity			50. Ignition system
		20. Battery electrolyte			51. Dwell and timing
		21. Transmission oil			52. Carburetor
		22. Speed reducer oil			53. Engine idle and governed RPM
		23. Drive axle/differential & xmsn breather			54. Wheel bearings
		24. Differential or MDU oil			55. Parking / Dead-Man Brake Operation
		25. Planetary drives oil			56. Drag link
		26. Ignition switch			57. Tie rod ends, pins, or bushings
		27. Horn and gauges			58. Wheel alignment
		28. Cab and options			59. General engine condition
		29. Service Brake Operation			60. General machine operation

OBSERVATIONS AND RECOMMENDATIONS

MARK SAFETY ITEMS with rb“S”

- 1- **Troubleshoot engine oil leak. Removed side panel, and started engine. Found to be a cracked oil pressure sender. Ordered and installed a new sender. (1.5)**
- 2- **(S) Inner mast rail is worn out to a critical point, and must be replaced. Looks to have been overloaded and is heavily splayed out. Several rollers are bad in mast and carriage. Also, mast mount pins and bushings are worn, and bolts are loose. Recommend either a good used mast assembly, or complete rebuild with new rail. Note: More damaged components may be found during disassembly if rebuild option is selected. (used swap: 4.0) OR (rebuild: 30)**
- 3- **Hydraulic lever linkages are worn/loose. Rebuild linkage. (1.5)**
- 4- **Side Shift function is plumbed backwards. Recommend correcting. (.5)**
- 5- **Noisy exhaust. Muffler is rotted out. Recommend new exhaust system. (4.0)**
- 6- **Grab handle is missing rubber coating. Recommend new. (C)**
- 7- **(S) Engine speed governor is inoperable. Troubleshoot and repair. May need new governor assembly. (2.5)**
- 8- **(S) Replace forks. One has a hole burned in the tip.**
- 9- **(S) Replace all lift chains. Free lift chains are at 4.5%, and main chains at 2%. (Safe limit is 2%) Adjust all chain anchors and header hoses after replacement. (6.0)**
- 10- **(S) Update tires to Solid Pneumatic. Current air filled tires have Poor Stability.**
- 11- **(S) Data plate indicates unit is equipped with Solid Pneumatic tires. If tires are not replaced, then a new data plate will be needed showing the correct capacity. (1.0)**
- 12- **(S) Adjust brake linkage. Pedal has no free play. (.5)**
- 13- **Missing operator manual. Cover for holder is in poor condition as well. Install new. (C)**
- 14- **2K service highly recommended. Transmission oil is slightly burnt. Filters are all old. (9.0)**
- 15- **Complete steam clean needed. (1.0)**
- 16- **Steer axle mount bushings are worn out. Install new. (1.5)**
- 17- **(S) Steer spindle bearings are worn, and spindles are loose. Likely due to overloading truck and lifting the back end off the ground, and slamming back down. There is a possibility that the steer axle beam is bent, and needs to be replaced. Recommend rebuild. (8.0) OR (10 if new beam is needed)**
- 18- **Remove homemade (and broken) plexiglass roof and install OSHA approved clear cap. (.5)**
- 19- **Reseal leaking transmission cooler hose fitting. (.5)**
- 20- **Engine has some oil leaks that appear to be minor at this point. They include: Engine front main seal, rear main seal, and oil pan. Recommend reseal. (20)**
- 21- **Replace LP regulator. It is the old style with primer button which was discontinued 15+ years ago. Missing the vent screen. It is also likely over fueling. (1.5)**
- 22- **Engine oil was found to be slightly milky. Pressure tested cooling system overnight, and did have pressure loss, and some coolant disappeared. Likely a slightly blown head gasket, which these engines are known for. Unfortunately this engine is also known for the head bolts breaking off in the cylinder block when you try and remove the cylinder head. That being the case, we do not recommend attempting this type of repair, and a new engine is not likely available. At this point, the only recommendation we can make is changing/flushing the engine oil, and installing new filter.**

Engine Compression Test

- | | | |
|----|----|----|
| 1) | 2) | 3) |
| 4) | 5) | 6) |

Transmission Pressure Test

Pump: _____

Torque: _____

Forward: _____

Reverse: _____

OUTBOUND BY: _____ SIGNED: _____ DATE: _____



Woodinville Fire & Rescue Board of Fire Commissioners

To: Woodinville Fire & Rescue Board of Fire Commissioners
From: Deputy Chief Will Aho
Subject: Fire Chief Briefing – May 2023

Future Women in Fire/EMS:

EF&R hosted the workshop at Station 31 on April 22 and 23. The workshop, which was designed by women for women, served to educate, clarify expectations, and provide support for women in the hiring process. The event was well attended and successful, in part due to some of EF&R's own amazing female firefighters.



Duvall RFP update:

The Duvall Fire Commissioners had a workshop on May 3 to discuss the proposals. Any additional questions will be forwarded to Chief Lane and staff, and next steps will be communicated as more information becomes available.

Mercer Island Service Request:

Chief Lane submitted a proposal on May 3 for fire and emergency medical services to the City of Mercer Island. EF&R's proposal would maintain the existing staffing of 28 people in two stations.



Woodinville Fire & Rescue Board of Fire Commissioners

Hiring:

Candidates have moved forward to background checks. EF&R is planning to hire 8 for the August 28th academy.

PFAS:

Chief Lane participated in the first joint meeting with the City of Issaquah and the Washington State Department of Ecology. Staff continues to prioritize this relationship and collaborative approach.

Wildland Town Hall:

EF&R hosted a Wildland Town Hall with Congresswoman Schrier's office on May 1. In attendance were Congresswoman Schrier, King County Councilmember Perry, Mayor Pauly, Chief Lane, DC Aho, and EF&R's Wildland Mitigation Coordinator Cat Robinson. It was well attended with standing room only. We were able to share what is occurring to support our communities from the federal, state, and local levels in preparedness for WUI fires. May 1 was also the start of the contract with Washington State DNR for staffing and storage at the Mirrormont station.



Fire Ops 425:

DC McDonald and his team are hard at work soliciting participants and planning the event. So far, six of ten spots are filled. Please reach out to DC McDonald or Admin Assistant Kelly Burghard by May 15 if you would like to participate.





Woodinville Fire & Rescue Board of Fire Commissioners

Aid Car Dedication:

Deputy Chief Aho, Deputy Director Formisano, EM Andrew Stevens, PIO Catherine Breault, and EFR Shops Team participated in the aid car dedication with the Snoqualmie Tribe, Congresswoman Schrier, and King County Councilmember Perry. This aid unit was purchased by the Snoqualmie Tribe using grant funds for the purpose of supporting EMS care for tribal and non-tribal community members.



KCFCA Diversity and Recruitment Workshop:

EF&R hosted the KCFCA Diversity and Recruitment Workshop on May 6 in Sammamish. The workshop, designed to help people navigate the hiring process, was well attended and successful.



Arbitration:

Chief Lane and Deputy Director Bryson will be in arbitration May 8-10 for the accommodation process related to the COVID-19 vaccinations.

Woodinville Fire & Rescue
Budget Performance Report
For the month ended March 31, 2023

Cash/Investment Balances by Fund

Line #	Cash/Investment Balance	Expense Fund	Benefit Charge Fund	Capital Project Fund	Reserve Fund	Benefit Liability Reserve Fund	Total All Funds
1	March 31, 2023	\$4,002,052	\$0	\$513,191	\$15,622,581	\$849,857	\$20,987,681
2							
3	December 29, 2022	\$8,047,422	\$0	\$510,651	\$15,639,011	\$908,961	\$25,106,044
4							
5	Dollar Increase (Decrease)	<u>(\$4,045,370)</u>	<u>\$0</u>	<u>\$2,541</u>	<u>(\$16,430)</u>	<u>(\$59,104)</u>	<u>(\$4,118,363)</u>
6							
7	Percentage Increase (Decrease)	-50.27%	-	0.50%	-0.11%	-6.50%	-16.40%
8							

9 *For historical reference, 2018 through 2021 year-end cash/investment balances are shown below.*

10

	Expense Fund	Benefit Charge Fund	Capital Project Fund	Reserve Fund	Benefit Liability Reserve Fund	Total All Funds	
11							
12	December 30, 2021	\$6,942,015	\$0	\$754,076	\$15,834,868	\$1,310,273	\$24,841,232
13							
14	December 31, 2020	\$7,122,467	\$0	\$771,758	\$13,774,558	\$1,957,859	\$23,626,642
15							
16	December 31, 2019	\$7,356,347	\$0	\$2,399	\$11,224,084	\$1,190,213	\$19,773,042
17							
18	December 31, 2018	\$7,132,960	\$0	\$14,241	\$8,970,005	\$1,162,459	\$17,279,665

Woodinville Fire & Rescue
Budget Performance Report
For the month ended March 31, 2023

Expense Fund - YTD Financial Statement

Line #	Budget Performance by Fund	2023	2023	Fav/(Unfav) vs. Budget	
		Annual Budget	YTD Actual	Dollars	Percent
1	Revenues				
2	Cash Balance - Beginning of Year	\$8,130,559	\$8,130,559	\$0	0.0%
3					
4	Current Year Revenues				
5	Property Tax	\$9,292,121	\$542,695	(\$8,749,426)	-94.2%
6	King County EMS Levy - BLS Funds	\$702,632	\$0	(\$702,632)	-100.0%
7	Permit/Plan Review Revenue	\$50,000	\$17,625	(\$32,375)	-64.8%
8	Miscellaneous Other	\$75,000	\$45,276	(\$29,724)	-39.6%
9	Interfund Transfers IN				
10	Benefit Charge Fund	\$5,548,867	\$296,887	(\$5,251,980)	-94.6%
11	Reserve Fund		\$0		
12	Benefit Liability Reserve Fund		\$0	\$0	
13	Total Current Year Revenue	\$15,668,620	\$902,483	(\$14,766,137)	-94.2%
14					
15	Total Resources (BFB + Revenue)	\$23,799,179	\$9,033,042	(\$14,766,137)	-62.0%
16					
17	Expenditures				
18	Salaries & Wages	\$12,000	\$1,152	\$10,848	90.4%
19	Benefits	\$36,050	\$7,494	\$28,556	79.2%
20	Office & Operating Supplies	\$18,980	\$11,243	\$7,737	40.8%
21	Elections & Info	\$0	\$0	\$0	N/A
22	Professional Services	\$15,437,123	\$4,854,253	\$10,582,870	68.6%
23	Travel	\$5,000	\$40	\$4,960	99.2%
24	Training & Education	\$8,900	\$6,000	\$2,900	32.6%
25	Advertising	\$1,200	\$0	\$1,200	100.0%
26	Insurance (Buildings/Apparatus)	\$6,000	\$798	\$5,202	86.7%
27	Miscellaneous Other	\$8,000	\$650	\$7,350	91.9%

Woodinville Fire & Rescue
Budget Performance Report
For the month ended March 31, 2023

Expense Fund - YTD Financial Statement

Line #	Budget Performance by Fund	2023 Annual Budget	2023 YTD Actual	Fav/(Unfav) vs. Budget	
				Dollars	Percent
28	Intergovernmental Services	\$82,200	\$31,342	\$50,858	61.9%
29	Sub-Total (excluding Intrafund Transfers)	\$15,615,453	\$4,912,972	\$10,702,481	68.5%
30					
31	Interfund Transfers OUT				
32	Benefit Charge Fund	\$0	\$78	(\$78)	N/A
33	Benefit Liability Reserve Fund	\$0	\$0	\$0	N/A
34	Capital Fund	\$0	\$0	\$0	N/A
35	Reserve Fund	\$0	\$0	\$0	N/A
36	Total Expenditures	\$15,615,453	\$4,913,050	\$10,702,403	68.5%
37					
38	Current Year Revenue less Expenditures	\$53,167	(\$4,010,567)		
39					
40	EFB - March 2023	\$8,183,726	\$4,119,992	(\$4,063,734)	-49.7%
41					
42	Total Expenditures and Cash Balance	\$23,799,179	\$9,033,042	(\$14,766,137)	-62.0%



Special District Voucher Approval Document

2023-08

KC v2.0

Scheduled Payment Date: 05/03/2023
Total Amount: \$755.81
Control Total: 3
Payment Method: WARRANT

District Name: Woodinville Fire & Rescue
File Name: AP_WDNVLFIR_APSUPINV_20230427131754.csv
Fund #: 100360010

CONTACT INFORMATION

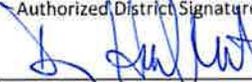
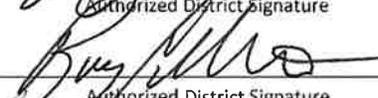
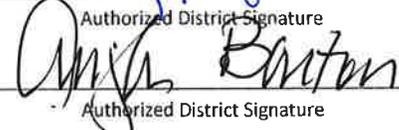
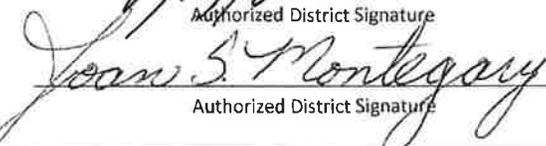
Preparer's Name:  Email Address: kcprinting@esf-r.org

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>5/9/27</u>	<u></u>	
Authorized District Signature	Date	Authorized District Signature	Date
<u></u>	<u>5.9.23</u>	<u></u>	<u>5/9/27</u>
Authorized District Signature	Date	Authorized District Signature	Date
<u></u>	<u>5/9/23</u>	<u></u>	<u>4/27/23</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

KC v2.0

District Name: Woodinville Fire & Rescue

File Name: AP_WDNVLFIR_APSUPINV_20230427131754.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
GARY HEUSLEIN			230501001	05/03/2023	\$164.90	23-May
IAFF HEALTH & WELLNESS TRUST			230501002	05/03/2023	\$331.12	32789
US BANK CORPORATE PAYMENT SYSTEMS			230501003	05/03/2023	\$259.79	7865-3,1420-3

ACCOUNTS PAYABLE

Woodinville Fire & Rescue

As Of: 05/03/2023

Time: 17:09:18 Date: 04/26/2023

Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
20239	04/26/2023	05/03/2023	3355	GARY HEUSLEIN	164.90 MAY 2023
522 10 22 30-01	LEOFF 1 - Medicare/Med	001 000 522	General Expense	164.90	LEOFF 1 Medicare Premium Reimbursement (\$164.90/month)
20240	04/19/2023	05/03/2023	1237	IAFF HEALTH & WELLNESS TRUST	331.12 MAY 2023
522 10 22 30-01	LEOFF 1 - Medicare/Med	001 000 522	General Expense	331.12	LEOFF 1 Medical Premium - May 2023
20241	04/10/2023	05/03/2023	1232	US BANK CORPORATE PAYMENT SYSTEMS	129.00 GALATIC IDEAS - WEBSITE MAINTNANCE
522 10 48 30-20	IT - Website Maintenance	001 000 522	General Expense	129.00	GALATIC IDEAS - WEBSITE MAINTNANCE
20242	04/02/2023	05/03/2023	1232	US BANK CORPORATE PAYMENT SYSTEMS	130.79 MAY 2023 BoFC MS Licenses
522 10 48 30-06	IT - Software Licensing	001 000 522	General Expense	130.79	BoFC MS Licenses
Total US BANK CORPORATE PAYMENT SYSTEMS				259.79	
Report Total:				755.81	
Fund					
001 General Expense Fund (10-036-0010)				755.81	

This report has been reviewed by:

Signature: _____

Joan S. Montegary

Fire Chief/Chief Administrative Officer

Date: _____

4/27/23