

WOODINVILLE FIRE & RESCUE

Tuesday, June 13, 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 (virtual)
Commissioner Barton

Staff

Fire Chief Ben Lane
Board Secretary Nicole Frisch
Deputy Chief Doug McDonald
Deputy Chief Dana Schutter
Finance Director Joan Montegary

Absent

Commissioner Millman

MOTION: Commissioner van Veen moved to excuse Commissioner Millman's absence. The motion was seconded by Commissioner Barton. The motion passed, 4-0.

Consideration and Approval of Agenda in Content and Order

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

Public Comment

None.

1. Staff Report 23-006: Station 35 Remodel (attached hereto)

Deputy Chief Schutter presented the Staff Report as attached hereto. Discussion ensued.

MOTION: Commissioner van Veen moved that the Board of Fire Commissioners approve the bid as presented and authorize staff to move forward with the remodel at Station 35 in an amount not to exceed \$400,000. The motion was seconded by Commissioner Barton. The motion passed, 4-0.

2. Memorandum: Proposal to Add Fire Inspector Position (attached hereto)

Chief Lane presented the memorandum as attached hereto. Discussion ensued. Staff will explore the option of utilizing a third-party company for new construction plan reviews in addition to hiring an additional Fire Inspector.

MOTION: *Commissioner van Veen moved that the Board of Fire Commissioners approve staff's recommendation to add a civilian Fire Inspector position. The motion was seconded by Commissioner Barton. The motion passed, 4-0.*

3. Fire Chief Briefing

Chief Lane provided the Fire Chief Briefing as attached hereto.

4. Consent Agenda (attached hereto)

- a. Approval of meeting minutes from the May 9, 2023 regular meeting.
- b. 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 Halbert. The motion passed, 4-0.*

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

Commissioner Collins proposed cancellation of the August board meeting. A number of agencies cancel their meetings for August.

Save the Date! The Celebrate Woodinville Pancake Breakfast will be August 12 at Station 31.

Commissioner van Veen extended gratitude to BC Seth Merritt for his willingness to be interviewed about wildland firefighting for his son's AP history class.

6. Adjournment

Board Chair Collins adjourned the meeting at 5:48 p.m.


Nicole Frisch, Board Secretary


Derek van Veen, Commissioner, Position 1

absent 07/11/2023
Doug Halbert, Commissioner, Position 2


Anjela Barton, Commissioner, Position 3

absent 06-13-2023
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, June 13, 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#

PRELIMINARY 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. Staff Report 23-006 – Station 35
2. Memorandum: Proposal to Add Fire Inspector Position
3. Fire Chief Briefing
4. Consent Agenda
 - a. Approval of Minutes from the May 9, 2023 Regular Meeting
 - b. Approval of Payroll Vouchers
 - c. Approval of Capital and General 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

DATE: June 13, 2023

TO: Roger Collins, Chair
Board of Fire Commissioners

FROM: Dana Schutter, Deputy Chief of Logistics

SUBJECT: **Staff Report 23-006 - Station 35 Kitchen Remodel**

Background

During the January 2023 regular meeting the Board approved up to \$300,000 for the kitchen/dayroom remodel at Station 35. Six contractors participated in the pre-bid walkthrough in March. On April 12 the bidding was closed with no bids received. Per bid law, this allows us to choose contractors for the project. Staff contacted two companies; one declined the job, and one sent the attached bid.

Fiscal Impact

Asking to increase the project budget to no more than \$400,000. The extra monies are a contingency should the contractor find a problem that needs to be fixed during construction.

BN Builders	\$317,344.48
TCA project costs	\$35,780
Total cost:	\$353,124.48

Recommendations

Staff recommends that the Board of Fire Commissioners approve the bid as presented and authorize staff to move forward with the remodel at Station 35 in an amount not to exceed \$400,000.

PROPOSED MOTION

I move that the Board of Fire Commissioners approve the bid as presented and authorize staff to move forward with the remodel at Station 35 in an amount not to exceed \$400,000.



TCA AMENDMENT 1

December 21, 2022

Fire Chief Dana Schutter

Eastside Fire and Rescue

Subject: Added Services for Construction Administration and Closeout

We are providing the following amendment to add Construction Administration and Closeout services for the Station 35 Kitchen Renovation.

TCA proposes that work will include:

- Site meetings every two weeks for approximately four months, one preconstruction meeting and two meetings for punch walk-through and closeout walk-through. Refer to attached Exhibit A for additional break down of work involved.
- Administration time to review submittals, respond to contractor questions and review closeout documents. Refer to attached Exhibit A for additional break down of work involved.
- Additional services will be required from HVAC, plumbing and electrical consultants as well. Refer to attached Exhibits B and C for additional break down of work involved.

Modifications equate to the following:

- 159 hours Project Architect time at \$165/ hr = \$26,235
- Sider + Byers: \$5,000 (Refer to Exhibit B)
- Case Engineering: \$3,300 (Refer to Exhibit C)
- TCA mark-up on consultant @ 15% = \$1,245.00
- **Total added cost: \$35,780**

Sincerely,

Eric L. Schaer AIA, Principal

TCA Architecture • Planning

Accepted by Consultant:

Signature  Date 12/21/22

Printed Name Eric L. Schaer Title Principle

Approved by ESFR

Signature _____ Date _____

Printed Name _____ Title _____

EASTSIDE FIRE AND RESCUE
WOODINVILLE STATION 35 KITCHEN RENOVATION



12/21/22

Exhibit A - Project Scope

DESCRIPTION OF SERVICES (Assumes Owner is not pursuing any specific sustainability goals)

Construction Administration Services as outlined below.

TCA Architectural Services

Phase III: Construction & Closeout

TCA	Construction anticipated to be about four months depending on equipment ordering time TCA anticipates the need to attend approximately 11 site meetings which includes site meeting 2 times per month, one preconstruction meeting and two for closeout. Additional site visit will be performed on an hourly basis. Assist owner with pre-construction meeting Respond to contractor questions, Respond to request for information, Clarifications, Issue change orders as needed and approved by the owner, review substitution requests as needed, Review and track submittals and track meeting notes Review pay applications and work with Owner with approval of pay applications Review contractor required punch list for substantial and final completion Issue Substantial completion documents when contractor has reached that milestone & completed punch lists Assist Owner with warranty reviews, closeout items, final pay application and other closeout documents
Consul.	Assist Architect and Owner with contractor questions and clarifications related to their specialty Attend construction meetings only as needed to clarify issues or contractor questions as required Perform substantial and final completion site walk throughs and punch lists (TCA / Owner to review/approve consultants time to visit site for construction, Closeout and Warranty)
Cost Est.	No work anticipated
Owner	Attend on site construction meetings Assist Architect in review of contractor questions, resolutions and issuance of appropriate documents Approve substantial completion and final completion punch lists Review warranty and closure binders from contractor Assist Architect in final pay applications and closeout process including utility bills, warranties etc.

Fee Outline

Phase III	TCA Construction and Closeout	\$26,235.00
	TCA site visits as needed only (on hourly basis @ PA \$165/hr rate)	\$0.00
	Subtotal	\$26,235.00
	Consultants- Construction and Closeout- Hourly Rates. See attached Rate Sheets	
	Mechanical	\$5,000.00
	Electrical	\$3,300.00
	Subtotal	\$8,300.00
	TCA Consultant Mark up 15%	\$1,245.00
	Phase III Subtotal	\$35,780.00

See Attached TCA standard hourly fee sheet

Accepted by
Consultant

Signature

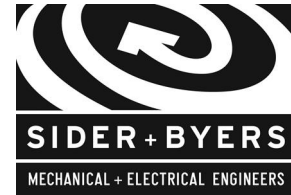
Date: 12/21/22

Approved by
Owner

Signature

Date:

EXHIBIT B



November 16, 2022

Mr. Eric Schaer
TCA Architecture
6211 Roosevelt Way NE
Seattle, WA 98115

Project: **Eastside F&R Woodinville FS 35 – Kitchen Remodel**
Add Service for CA Services

Dear Eric:

We understand that the owner has requested we provide a baseline level of Construction Administration services for this project. CA services are excluded from our current contract. Thus, we request this add service. We understand our scope to be the following:

Scope of Work

1. Review plumbing and HVAC submittals;
2. Respond to up to six (6) RFI's; and,
3. Visit the site one time, for a punch list walk through and submit mechanical and plumbing punch lists to the team.

Fees

We propose billing hourly for this scope, with an estimated maximum fee of \$5,000.00 for this work. We will not provide services beyond this amount with written approval.

Our hourly rates are as follows:

Principal:	\$170.00/Hour	Senior Engineer:	\$160.00/Hour
Engineer:	\$140.00/Hour		

If this proposal meets with your approval, please initial this letter and email it back to us.

Sincerely,

SIDER + BYERS ASSOCIATES, INC.

Jon Shafer, P.E., Principal

EXHIBIT C



December 15, 2022

Eric Schaer
TCA Architecture
6211 Roosevelt Way NE
Seattle, WA 98115

Subject: Woodinville Fire Station 35 Kitchen Remodel Construction Administration

Thank you for the opportunity to modify our proposal for construction administration in our current contract. Reference is made to your email dated November 14, 2022 requesting the change in CA services from hourly to a fixed fee. We understand the scope of the CA will be as follows:

1. Review of electrical and low voltage material and equipment submittals.
2. Visit the site twice to conduct observations during the construction.
3. Collaborate with the Architect to answer electrical Requests for Information.
4. Conduct one punch walk after the Contractor has completed the work and produce an electrical and low voltage punchlist.

We propose to provide the above described scope of work for a fixed fee of \$3,300.

Our scope does not include the following:

1. Review of as-built drawings.
2. Production of Record Drawings.
3. Review of Electrical O&M manuals.

Additional services and/or meetings would be on an hourly basis and as directed by TCA Architecture. Our hourly rate is \$150/hr.

A Case Engineering invoice will be prepared monthly. Purchaser will pay Case Engineering for each Case Engineering Invoice due within 60 days of invoice date. Purchaser will not withhold retention.

Direct expenses associated with travel, deliverables and document reproduction (printing, binding, etc.) will be billed at cost plus 10% for Administration.

The proposal price includes only insurance coverage that is applicable to this scope of work and that Case Engineering currently has in place.

If you have any questions or comments, please call to discuss.

CASE ENGINEERING, P.S.

John Kritsis

Principal

Proposal Accepted By: Eric L. Schaer Title: Principle

Signature:  Date: 12/21/22



PROPOSAL SUMMARY

PROJECT: Fire Station 35 Kitchen Remodel
OWNER: Woodinville Fire & Rescue
ARCHITECT: TCA Architecture Planning

ESTIMATE TYPE: LUMP SUM
ISSUE DATE: 5/16/2023

SCOPE: Select Demo of existing kitchen and walls. Reframe walls, adjust ceiling systems, install fluid flooring, painting and new lighting.

COST SUMMARY		COMMENTS
Subcontract	261,386	
DIRECT CONSTRUCTION COST	\$ 261,386	
Design/Estimating Contingency	0.000%	-
Escalation Contingency	0.000%	-
BNB PreConstruction Services	N/A	-
GC Performance/Payment Bond	Excluded	-
Builders Risk Insurance	By Owner	-
Subcontractor Default Insurance (SDI)	1.100%	2,875
Course of Construction Contingency	2.500%	6,535
Insurances	1.200%	3,137
King County B & O Taxes	0.471%	1,231
Fee	5.000%	13,069
INDIRECT CONSTRUCTION COST	\$ 26,847	
TOTAL CONSTRUCTION COST	\$ 288,232.96	
Design Fee's		-
"Other Costs" - Permit Fee		-
WSST	10.10%	29,111.53
OTHER COST	\$ 29,111.53	
TOTAL PROJECT COST	\$ 317,344.48	

Please approve by signing below:

Signature & Title

Date

Signature & Title

Date

PROJECT: Fire Station 35 Kitchen Remodel
 OWNER: Woodinville Fire & Rescue
 ARCHITECT: TCA Architecture Planning

ESTIMATE TYPE: LUMP SUM
 ISSUE DATE: 5/16/2023

SPECIFICATION SECTION DESCRIPTION	SYSTEM AREA	UNIT OF MEASURE	\$ PER UNIT	TOTAL COST
SITEWORK	N/A			\$ -
DEMOLITION	900	sf	\$ 13.98	\$ 12,583
FOUNDATION	N/A			\$ -
STRUCTURE	N/A			\$ -
ENCLOSURE	N/A			\$ -
ROOF	N/A			\$ -
INTERIOR CONSTRUCTION	900	sf	\$ 134.45	\$ 121,007
EQUIPMENT / FURNISHINGS	N/A			\$ -
SPECIAL CONSTRUCTION	N/A			\$ -
CONVEYING	N/A			\$ -
FIRE PROTECTION	900	sf	\$ 7.04	\$ 6,340
PLUMBING SYSTEM	900	sf	\$ 14.00	\$ 12,600
HVAC SYSTEM	900	sf	\$ 19.33	\$ 17,400
ELECTRICAL SYSTEM	900	sf	\$ 43.68	\$ 39,309
SITE MANAGEMENT	900	sf	\$ 40.58	\$ 36,522
TEMP SITE SERVICES	900	sf	\$ 17.36	\$ 15,625
DIRECT CONSTRUCTION COST			\$ 290.43	\$ 261,386
Design/Estimating Contingency			0.000%	\$ -
Escalation Contingency			0.000%	\$ -
BNB PreConstruction Services			Excluded	\$ -
GC Performance/Payment Bond			Excluded	\$ -
Builders Risk Insurance			By Owner	
Subcontractor Default Insurance (SDI)			1.100%	\$ 2,875
Course of Construction Contingency			2.500%	\$ 6,535
Insurances			1.200%	\$ 3,137
King County B & O Taxes			0.471%	\$ 1,231
Fee			5.000%	\$ 13,069
INDIRECT CONSTRUCTION COST			\$ 29.83	\$ 26,847
TOTAL CONSTRUCTION COST			\$ 320.26	\$ 288,233
Architectural Design			By Owner	\$ -
Structural Design			By Owner	\$ -
MEP/FP Design			By Owner	\$ -
TOTAL DESIGN FEES			\$ -	\$ -
Building Permit/Plan Check			By Owner	
Testing/Inspection Service			By Owner	\$ -
Washington State Sales Tax (WSST)			10.100%	\$ 29,111.53
TOTAL OTHER COST			\$ 32.35	\$ 29,111.53
\$ PER GSF / TOTAL PROJECT COSTS			\$ 352.60	\$ 317,344.48
PROJECT GSF			900	

PROJECT: Fire Station 35 Kitchen Remodel
 OWNER: Woodinville Fire & Rescue
 ARCHITECT: TCA Architecture Planning

ESTIMATE TYPE: LUMP SUM
 ISSUE DATE: 5/16/2023

ITEM DESCRIPTION	QUANTITY	UNIT	HOURS	RATE	LABOR	MATERIAL	EQUIPMENT	SUB	TOTAL
SITWORK			0		0	0	0	0	-
BNB Select Demo			120	\$ 85.00	\$ 10,200.00	\$ -	\$ 2,383.00		12,583
Remove Existing Flooring	719	SF							
Remove Exercise Flooring	170	SF							
Remove Flooring Adhesive	889	SF							
Stockpile Existing Rubber Mat Tiles	40	SF							
Remove Cabinetry & Countertops	23	LF							
Remove Island	16.5	SF							
Remove Food Lockers	10	EA							-
Demo Existing Walls (8'h)	184	SF							
Demo Ceiling	170	SF							
Electrical - Cut/Cap/Make-Safe	Included in Electrical Scope								
Plumbing - Cut/Cap/Make-Safe	Included in Mechanical Scope								-
DEMOLITION			120		10200	0	2383	0	12,583
FOUNDATION			0		0	0	0	0	-
STRUCTURE			0		0	0	0	0	-
ENCLOSURE			0		0	0	0	0	-
ROOF			0		0	0	0	0	-
BNB F/I Door Type A			8	\$ 101.00	\$ 808.00	\$ 1,750.00			2,558
NWWI Casework Mods	1	LS					\$ 47,533.00		47,533
BNB GWB / ACT SYSTEMS	1	LS					\$ 45,121.00		45,121
W Flooring Fluid applied coating	1	LS					\$ 20,000.00		20,000
W Flooring Resilient Wall Base - 240lf	1	LS					\$ 1,170.00		1,170
WA Comm Painting	1	LS					\$ 4,625.00		4,625
INTERIOR CONSTRUCTION			8		808	1750	0	118449	121,007
EQUIPMENT / FURNISHINGS			0		0	0	0	0	-
SPECIAL CONSTRUCTION			0		0	0	0	0	-
CONVEYING			0		0	0	0	0	-
Columbia	1	LS					\$ 6,340.00		6,340
FIRE PROTECTION			0		0	0	0	6340	6,340
Acco Plumbing mods	1	ls	0	\$ -	\$ -	\$ -	0	\$ 12,600.00	12,600
PLUMBING SYSTEM			0		0	0	0	12600	12,600
Acco HVAC Mods	1	LS					\$ 17,400.00		17,400
HVAC SYSTEM			0		0	0	0	17400	17,400
Pride Electrical Mods							\$ 39,309.00		39,309
Pride/ Convergent Fire Alarm Mods - New System	see BOL								-
ELECTRICAL SYSTEM			0		0	0	0	39309	39,309

PROJECT: Fire Station 35 Kitchen Remodel
 OWNER: Woodinville Fire & Rescue
 ARCHITECT: TCA Architecture Planning

ESTIMATE TYPE: LUMP SUM
 ISSUE DATE: 5/16/2023

ITEM DESCRIPTION		QUANTITY	UNIT	HOURS	RATE	LABOR	MATERIAL	EQUIPMENT	SUB	TOTAL
BNB	Management	1	LS			\$ 6,687.00				6,687
BNB	Supervision	1	LS			\$ 28,785.00	\$ 1,050.00			29,835
SITE MANAGEMENT				0		35472	1050	0	0	36,522
						\$ -		\$ -	\$ -	-
BNB	Temp Protection			72	\$ 85.00	\$ 6,120.00	\$ 1,250.00		\$ -	7,370
BNB	Cleanup			60	\$ 85.00	\$ 5,100.00	\$ 500.00		\$ -	5,600
BNB	Dumpsters	3	Pulls			\$ -	\$ -	\$ 885.00	\$ -	2,655
						\$ -	\$ -	\$ -	\$ -	-
TEMP SITE SERVICES				132		11220	1750	885	0	15,625
TOTAL - ALL DIVISIONS (DIRECT CONSTRUCTION COST)										261,386

PROJECT: Fire Station 35 Kitchen Remodel
OWNER: Woodinville Fire & Rescue
ARCHITECT: TCA Architecture Planning

ESTIMATE TYPE:
ISSUE DATE:

LUMP SUM
5/17/2023

Item No.	Item Description	Direct Cost of Item	Indirect Cost of Item	Total Cost of Item	Accept	Reject	Further Review	ACCEPTED Adjustments	Notes / Comments
General									
01)	Fire Alarm Mods - New System	\$ 37,142	\$ 3,815	\$ 40,957			X	\$ -	Upgrade fire alarm system
02)		\$ -	\$ -	\$ -				\$ -	
03)		\$ -	\$ -	\$ -				\$ -	
04)		\$ -	\$ -	\$ -				\$ -	
05)		\$ -	\$ -	\$ -				\$ -	
06)		\$ -	\$ -	\$ -				\$ -	
07)		\$ -	\$ -	\$ -				\$ -	
08)		\$ -	\$ -	\$ -				\$ -	
09)		\$ -	\$ -	\$ -				\$ -	
10)		\$ -	\$ -	\$ -				\$ -	
11)		\$ -	\$ -	\$ -				\$ -	
12)		\$ -	\$ -	\$ -				\$ -	
13)		\$ -	\$ -	\$ -				\$ -	
14)		\$ -	\$ -	\$ -				\$ -	
15)		\$ -	\$ -	\$ -				\$ -	
16)		\$ -	\$ -	\$ -				\$ -	
17)		\$ -	\$ -	\$ -				\$ -	
18)		\$ -	\$ -	\$ -				\$ -	
19)		\$ -	\$ -	\$ -				\$ -	

PROJECT: Fire Station 35 Kitchen Remodel
 OWNER: Woodinville Fire & Rescue
 ARCHITECT: TCA Architecture Planning

ESTIMATE TYPE:
 ISSUE DATE:

LUMP SUM
 5/17/2023

Item No.	Item Description	Direct Cost of Item	Indirect Cost of Item	Total Cost of Item	Accept	Reject	Further Review	ACCEPTED Adjustments	Notes / Comments
20)		\$ -	\$ -	\$ -				\$ -	

Total Value of Accepted Cost Adjustments

\$ -

Project Budget Summary

Notes / Comments

Current Estimate (Total Project Cost)

\$ 288,233

From Current Estimate Executive Summary

Revised Estimate (Incorporating Accepted Adjustments)

\$ 288,233

Owner's Desired Budget

\$ -

Owner's Total Project Cost Target

Delta to Owner's Desired Budget

\$ 288,233

Amount (Over)/Under Desired Budget

The costs of the items listed in the Budget Options Log detail are shown using three numbers. (1.) Direct construction costs (labor, material, and equipment). (2.) Indirect construction costs (contingencies, insurances, bonds, taxes, fee's, etc.) associated with the item, and (3.) Total cost of the item (Direct + Indirect). These costs are projections based on the information known at the time the option is presented. The final design of the budget option item and any changes to the indirect cost structure could have impact on the projected values, therefore these values should not be construed as the final budget estimate but as a guideline to where the projected budget will fall if the options are accepted and implemented into the project.

Budget Options Summary	Direct	Indirect	Total	Qty	%
Value of Options Accepted	\$ -	\$ -	\$ -	0	0.0%
Value of Options Rejected	\$ -	\$ -	\$ -	0	0.0%
Value of Options Pending Review	\$ 37,142	\$ 3,815	\$ 40,957	1	100.0%
Total Value of All Options Presented	\$ 37,142	\$ 3,815	\$ 40,957	1	100.0%



Eastside Fire & Rescue

Proudly Serving Issaquah, North Bend, Sammamish, Woodinville and Fire Districts 38 & 10, which includes Carnation

MEMORANDUM

Date: June 13, 2023

To: Roger Collins, Board Chair
Board of Fire Commissioners, Woodinville Fire & Rescue

From: Ben Lane, Fire Chief and Jamie Formisano, Deputy Director
Eastside Fire & Rescue

Subject: **Proposal to Add Fire Inspector Position**

Background

When Woodinville Fire & Rescue ("WFR") entered into the Interlocal Agreement for Services ("ILA") with Eastside Fire & Rescue ("EFR") in October 2021, the EFR Fire Marshal's Office (FMO) became responsible for the existing and ongoing workload of what was the WFR Community Risk Reduction Division. Paragraphs 3.4 and 3.5 of the ILA (attached hereto) set out the Fire Prevention and Fire Marshal services to be provided by EFR to WFR and, via existing contract with WFR, to the City of Duvall.

Before the October 2021 ILA and transfer of services from WFR to EFR, the staffing in the Fire Marshal's Office was as follows:

WFR:

1 Deputy Fire Marshal
1 Captain/Inspector (uniformed; 3-yr assignment)

EFR:

1 Fire Marshal
1 Assistant Fire Marshal ("AFM")
1 FF/Inspector (uniformed; 5-yr assignment ends 1/25/27)

When the October 2021 ILA went into effect, the WFR Deputy Fire Marshal became an employee of EFR as an Assistant Fire Marshal and the WFR Captain/Inspector went to the line as a response operations Lieutenant. The EFR FMO was then staffed with four: 1 Fire Marshal; 2 AFMs; and 1 FF/Inspector

Over the last 20 months since the ILA was implemented, one AFM separated service and one AFM retired. Both positions have been filled and, as was the case before, WFR is responsible for the cost of one of the AFMs.



Eastside Fire & Rescue

Per the ILA and the agreements with the City of Woodinville and the City of Duvall, WFR retains a significant portion of the revenue generated from the permit and plan review fees. These funds are included in the WFR annual revenue budget. Revenue from the last several years for these services is shown in Table 1.

Table 1

	Revenue
2018	\$ 115,754
2019	\$ 100,858
2020	\$ 126,831
2021	\$ 110,587
2022	\$ 126,854
5-Yr Avg	\$ 116,177

Issues

1. The service needs in the WFR and Duvall areas have increased dramatically since the inception of the ILA. Growth in plan reviews, new construction inspections, and permitted occupancy inspections from 2020 through 2022 is shown in Graph A.

Graph A

Plan Reviews = 59% increase

New Construction Inspections = 103% increase

Permitted Occupancy Inspections = 128% increase





Eastside Fire & Rescue

2. In 2023 and the future, there is a significantly high volume of new construction projects in the hopper. Each new construction project requires multiple plan reviews and new construction inspections. Once built, the increased workload remains with the FMO in the form of annual inspections. The current and expected growth in the Woodinville area has significantly strained the ability of the FMO to meet requirements that have become benchmarks for success. Known Woodinville projects for 2023 and forward are shown in Table 2.

Table 2

Woodinville Projects 2023+

Project	Sq. Ft.	Type
Floor & Décor	76,000	Retail/High pile storage
522 Innovation Center	174,000	Industrial/lab/office
Garden District Phase I	625,000	6-story, mixed use/219 apartments/ retail/underground parking
Eastrial	326,000	5-story, 207-unit apartment/mixed use /parking
Aegis Living	97,400	5-story assisted/memory care living/ underground parking
Legacy, Courtyard Marriott	82,400	5-story, 108-unit hotel/underground parking
Harvest Building 1	158,200	5-story, mixed use retail/apartments/ underground parking
Harvest Building 2	7,700	Retail
Harvest Building 3 - 8	413,000	3-story below grade parking/retail buildings above
Harvest, Building 9 / Soms Hotel	229,800	4-story, 165 room hotel/retail/mixed use over underground parking
Harvest Building 10 - 13	102,100	2 story retail buildings
Harvest Buildings 17	51,300	4-story, mixed use apartment/retail/ underground parking
Harvest Buildings 14 - 16, 18 - 19	225,900	3-story apartment buildings

3. The existing and continued growth in Woodinville has resulted in an imbalance of the services the Fire Marshal's Office provides to Woodinville and Duvall compared to that provided to EFR's partner agencies.



Eastside Fire & Rescue

Options

1. **Hire one permanent, full-time civilian fire inspector.** It is estimated that the annual cost of such a position would be \$153,025 in 2023 and \$163,383 in 2024¹. Estimating a conservative \$100,000 of permit/plan review revenue being applied to the cost of one full-time inspector, the remaining expense would be approximately \$63,383 for 2024.
2. **Contract for plan review services with SafeBuilt.** At this time, the Fire Marshal and one AFM are qualified to complete plan reviews. During the staffing shortage in late 2022/early 2023, the only available qualified staff was the Fire Marshal. There are currently 140 plan reviews on the schedule and 77 of those are past due. The ILA provides that "WFR shall reimburse Eastside directly for any plan review services that Eastside does not have the in-house expertise to review and that would require Eastside to retain an outside resource."

Recommendations

1. Allow EFR to begin the process of hiring a full-time civilian fire inspector to be added to the WFR positions and included as a WFR ILA labor expense. This includes discussions with Local Union 2878 on wage comps for the position.
2. Determine the start date (October 1, 2023 or January 1, 2024) and have permit and plan review fees collected and deposited as EFR revenue with EFR responsible for providing the requisite percentages to the City of Woodinville and City of Duvall.
3. The annual net amount (fees collected – percentages paid to the cities) shall be credited to WFR during the annual reconciliation of personnel costs to offset the cost of the additional position.

I look forward to discussing the information contained herein and appreciate your consideration of the same.

¹ The 2024 estimate uses 8 percent for CPI-W; 6 percent for medical; and 2 percent for dental premiums.



ABOUT US

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

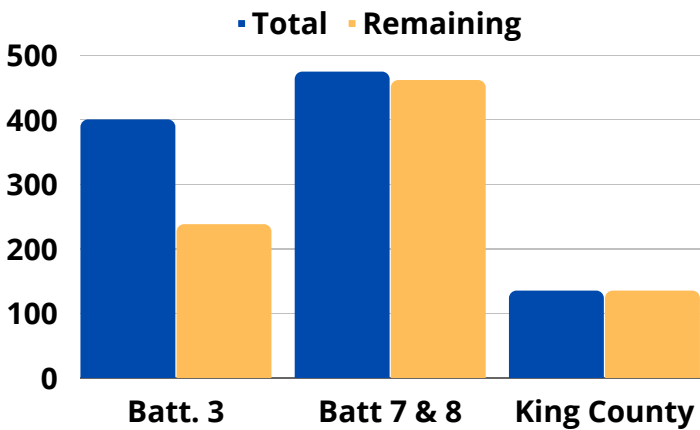
PLAN REVIEWS

Reviews construction plans for new buildings, upfits, and additions to existing buildings.

	2020	2021	2022	Jan-May 2023
Woodinville	239	235	380	155
Duvall	61	116	173	56

Operational Permit Annual Inspections

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



COMPANY LEVEL INSPECTIONS: EFFICIENCIES GAINED

The FMO developed and implemented FDSU, the new inspection software, Inspection training is being conducted and company level inspections have resumed in late Q1.

NEW CONSTRUCTION INSPECTIONS

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

	2020	2021	2022	Jan-May 2023
Woodinville	152	200	308	73
Duvall	131	183	225	32



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

To: Woodinville Fire & Rescue Board of Fire Commissioners

From: Fire Chief Ben Lane

Subject: Fire Chief Briefing – June 2023

Duvall RFP update:

At the June 7th KCFD-45 Fire Commissioner meeting the Duvall Commissioners continued their discussion around the Redmond Fire and EF&R proposals with their next meeting set for June 21st. It is my understanding that a final decision will be made at their June 28th meeting.

Mercer Island Service Request:

On June 6th the Mercer Island City Manager provided an update to the City Council on their ad hoc committee's progress in reviewing the Bellevue Fire and EF&R proposals. No decision was made at that meeting and the City Manager committed to coming back with a recommendation at a future meeting, no date was communicated.

PFAS:

EF&R and the City of Issaquah continue to collaborate with the Washington State Department of Ecology on an agreed order and are getting closer to final approval from ecology. In addition, it was announced that the State Attorney General has sued the PFAS manufactures. This is a significant development, and our team will be following this closely.

Arbitration:

Unfortunately, we were unable to complete the arbitration process within the time scheduled. Leadership is currently working with our legal to schedule what we believe will be one final day to complete the arbitration hearing.

EEOC Complaint Closure

EF&R received the 7th and final EEOC closure notice, 4 of the closure statements are past the legal action window.

New Hires:

EF&R has secured 10 spots in the Fall Recruit Academy, this allows us to bump our hiring number from 8 to 10 and keeps us on track to achieving full staffing.

Recruit Graduation:

Please consider joining us on June 27th at 6:00pm to celebrate the SKCFTC Recruit Firefighter Academy graduation. The ceremonies will be held at the River of Life Fellowship 10615 SE 216th Street, Kent, WA 98031

First all-Female Crew:



Looking back several years, EF&R's firefighting personnel were 99.5% male. Fast forward to today, nearly 10% of our firefighters are female. This photo is a great representation of the progress we have made and captures a proud moment for the department as our first all-female crew was on duty serving and protecting our North Bend community.

New Engine in Sammamish:

EF&R placed our newest fire engine in service at Station 82 in Sammamish. This apparatus provides the latest in operational and safety technology. EF&R has incorporated the City's logo into our updated color and lettering scheme.



Station 82 Remodel Update:

The contractor will take possession of Station 82 on June 29; estimated project length is 14 months. E182 will move to Station 81, and A181 will move into an apartment at the Knolls on Inglewood Hill Drive, for the duration of the construction. Special thanks to the City of Sammamish for funding this project!

B131:

The new BC rig will be in service at Station 31 within two weeks. Thanks to the WF&R Board of Commissioners for their support!



Woodinville Fire & Rescue
Budget Performance Report
For the month ended April 30, 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	April 30, 2023	\$7,765,339	\$0	\$514,154	\$15,651,875	\$851,450	\$24,782,817
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>(\$282,082)</u>	<u>\$0</u>	<u>\$3,503</u>	<u>\$12,864</u>	<u>(\$57,511)</u>	<u>(\$323,227)</u>
6							
7	Percentage Increase (Decrease)	-3.51%	-	0.69%	0.08%	-6.33%	-1.29%
8							

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

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

Woodinville Fire & Rescue
Budget Performance Report
For the month ended April 30, 2023

Expense Fund - YTD Financial Statement

Line #	Budget Performance by Fund	2023 Annual Budget	2023 YTD Actual	Fav/(Unfav) vs. Budget	
				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	\$4,018,966	(\$5,273,155)	-56.7%
6	King County EMS Levy - BLS Funds	\$702,632	\$0	(\$702,632)	-100.0%
7	Permit/Plan Review Revenue	\$50,000	\$18,775	(\$31,225)	-62.5%
8	Miscellaneous Other	\$75,000	\$57,591	(\$17,409)	-23.2%
9	Interfund Transfers IN				
10	Benefit Charge Fund	\$5,548,867	\$2,304,696	(\$3,244,171)	-58.5%
11	Reserve Fund		\$0		
12	Benefit Liability Reserve Fund		\$0	\$0	
13	Total Current Year Revenue	\$15,668,620	\$6,400,027	(\$9,268,593)	-59.2%
14					
15	Total Resources (BFB + Revenue)	\$23,799,179	\$14,530,586	(\$9,268,593)	-38.9%
16					
17	Expenditures				
18	Salaries & Wages	\$12,000	\$2,944	\$9,056	75.5%
19	Benefits	\$36,050	\$7,639	\$28,411	78.8%
20	Office & Operating Supplies	\$18,980	\$11,374	\$7,606	40.1%
21	Elections & Info	\$0	\$0	\$0	N/A
22	Professional Services	\$15,437,123	\$5,335,575	\$10,101,548	65.4%
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 April 30, 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	\$31,876	\$50,324	61.2%
29	Sub-Total (excluding Intrafund Transfers)	\$15,615,453	\$5,396,896	\$10,218,557	65.4%
30					
31	Interfund Transfers OUT				
32	Benefit Charge Fund	\$0	\$225	(\$225)	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	\$5,397,121	\$10,218,332	65.4%
37					
38	Current Year Revenue less Expenditures	\$53,167	\$1,002,906		
39					
40	EFB - April 2023	\$8,183,726	\$9,133,465	\$949,739	11.6%
41					
42	Total Expenditures and Cash Balance	\$23,799,179	\$14,530,586	(\$9,268,593)	-38.9%



Special District Voucher Approval Document

2023-10

KC v2.0

Scheduled Payment Date: 06/07/2023

Total Amount: \$130.79

Control Total: 1

Payment Method: WARRANT

District Name: Woodinville Fire & Rescue

File Name: AP_WDNVLFIR_APSUPINV_20230601164719.csv

Fund #: 100360010

CONTACT INFORMATION

Preparer's Name:

Elig B. L.

Email Address: kcprinting@esf-r.org

PAYMENT CERTIFICATION

RCW (42.24.080)

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).

Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)) :

Derek van Veen

Authorized District Signature

06-13-2023

Date

Doug Halbert

Authorized District Signature

06-13-2023

Date

Angela Barton

Authorized District Signature

06-13-2023

Date

Authorized District Signature

Date

Roger Collins

Authorized District Signature

06-13-2023

Date

Joan S. Montegary

Authorized District Signature

6-1-23

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_20230601164719.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
US BANK CORPORATE PAYMENT SYSTEMS			230601001	06/07/2023	\$130.79	1420-2

ACCOUNTS PAYABLE

Woodinville Fire & Rescue

As Of: 06/07/2023

Time: 15:16:57 Date: 06/01/2023
Page: 1

Accts

Pay #	Received	Date Due	Vendor	Amount	Memo
20245	05/02/2023	06/07/2023	1232	US BANK CORPORATE PAYMENT SYSTEMS	130.79 4/2-5/1; BoFC MS Licenses
522	10 48 30-06	IT - Software Licensing	001 000 522 General Expense	130.79	BoFC MS Licenses

Report Total:

130.79

Fund

001 General Expense Fund (10-036-0010)

130.79

This report has been reviewed by:

Signature:


Fire Chief/Chief Administrative Officer

Date:

6-1-2023



Special District Voucher Approval Document

2023-09

KC v2.0

Scheduled Payment Date: 05/30/2023

Total Amount: \$496.02

Control Total: 2

Payment Method: WARRANT

District Name: Woodinville Fire & Rescue

File Name: AP_WDNVLFIR_APSUPINV_20230525133338.csv

Fund #: 100360010

CONTACT INFORMATION

Preparer's Name:

Elyse B. Fin

Email Address: kcprinting@esf-r.org

PAYMENT CERTIFICATION

RCW (42.24.080)

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).

Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)) :

Derek van Veen

Authorized District Signature

06-13-2023

Date

Doug Halbert

Authorized District Signature

06-13-2023

Date

Anjela Barton

Authorized District Signature

06-13-2023

Date

Roger Collins

Authorized District Signature

06-13-2023

Date

Jean S. Montegary

Authorized District Signature

5/25/23

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_20230525133338.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
GARY HEUSLEIN			230502001	05/30/2023	\$164.90	23-Jun
IAFF HEALTH & WELLNESS TRUST			230502002	05/30/2023	\$331.12	33321

ACCOUNTS PAYABLE

Woodinville Fire & Rescue

As Of: 05/30/2023

Time: 10:21:13 Date: 05/25/2023

Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
20243	05/25/2023	05/30/2023	3355	GARY HEUSLEIN	164.90 JUNE 2023
	522	10 22 30-01	LEOFF 1 - Medicare/Med	001 000 522 General Expense	164.90 JUNE LEOFF 1 Medicare Premium Reimbursement (\$164.90/month)
20244	05/19/2023	05/30/2023	1237	IAFF HEALTH & WELLNESS TRUST	331.12 JUNE 2023
	522	10 22 30-01	LEOFF 1 - Medicare/Med	001 000 522 General Expense	331.12 LEOFF 1 Monthly Medical (June 2023)

Report Total: 496.02

Fund

001 General Expense Fund (10-036-0010) 496.02

This report has been reviewed by:

Signature:

Jean S. Montegary
Fire Chief/Chief Administrative Officer

Date:

5/25/23