

WOODINVILLE FIRE & RESCUE
Tuesday, November 14, 2023

REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS

Commissioner Collins called the meeting to order at 5:00 p.m. Roll call was taken and was as follows:

Roll Call

Commissioner Collins
Commissioner van Veen
Commissioner Halbert
Commissioner Barton

Staff

Fire Chief Ben Lane
Board Secretary Nicole Frisch
Deputy Director Bryson (virtual)
Deputy Director Jamie Formisano
Deputy Chief Doug McDonald
Finance Director Joan Montegary

Absent

Commissioner Millman

MOTION: Commissioner Halbert 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 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. Resolution 2023-02 (attached hereto)

Director Montegary presented the Resolution as attached hereto.

MOTION: Commissioner Halbert moved that the Board of Fire Commissioners approve Resolution 2023-02 as presented. The motion was seconded by Commissioner van Veen. The motion passed, 4-0.

2. Resolution 2023-03 (attached hereto)

Director Montegary presented the Resolution as attached hereto.

MOTION: *Commissioner van Veen moved that the Board of Fire Commissioners approve Resolution 2023-03 as presented. The motion was seconded by Commissioner Barton. The motion passed, 4-0.*

3. Staff Report 23-010: Station 35 Cell Tower contract renewal (attached hereto)

Chief Lane presented the Staff Report as attached hereto. Discussion ensued.

MOTION: *Commissioner Barton moved that the Board of Fire Commissioners authorize staff to sign the contract with STC Five LLC for Station 35 as presented. The motion was seconded by Commissioner Halbert. The motion passed, 4-0.*

4. Executive Session

At 5:10 p.m., the Board moved into Executive Session for 15 minutes pursuant to RCW 42.30.140(4)(b), to discuss strategy or position to be taken during the course of collective bargaining.

The Board reconvened at 5:25 p.m. No decisions were made.

5. Staff Report 2023-011: Revised Proposal to Add an Assistant Fire Marshal (attached hereto)

Chief Lane presented the Staff Report as attached hereto. Discussion ensued.

MOTION: *Commissioner Barton moved that the Board of Fire Commissioners authorize staff to move forward with hiring a full-time civilian Assistant Fire Marshal under the cost structure as presented. The motion was seconded by Commissioner van Veen. The motion passed, 4-0.*

6. Fire Chief Briefing

Chief Lane provided the Fire Chief Briefing as attached hereto. Discussion ensued.

7. Consent Agenda (attached hereto)

- a. Approval of meeting minutes from the October 10, 2023 regular meeting and October 24, 2023 special meeting.
- b. Approval of Voucher

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

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

None.

9. Adjournment

Board Chair Collins adjourned the meeting at 5:44 p.m.



Nicole Frisch, Board Secretary



Derek van Veen, Commissioner, Position 1



Doug Halbert, Commissioner, Position 2



Anjela Barton, Commissioner, Position 3

absent 11-14-23  12/12/23

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, November 14, 2023
5:00 p.m.

The meeting will be conducted in person and virtually, via Microsoft Teams. You may join the meeting in person at the above address, or virtually using the link below to attend live:

[Click here to join the meeting](#)

To listen live, dial [+1 509-931-1382](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. Resolution 2023-02 – 2024 Fire Benefit Charge
2. Resolution 2023-03 – 2024 Property Tax Levy and Budget Adoption
3. Staff Report 2023-010: Station 35 Cell Tower contract renewal
4. Executive Session for 15 minutes pursuant to RCW 42.30.140(4)(b), to discuss the strategy or position to be taken during the course of collective bargaining.
5. Staff Report 2023-011: Revised Proposal to Add an Assistant Fire Marshal
6. Fire Chief Briefing
7. Consent Agenda
 - a. Approval of Minutes from the October 10, 2023 Regular Meeting and October 24, 2023 Special Meeting
 - b. Approval of General Voucher
8. Reports and Requests from the Commissioners/Good of the Order
9. Adjournment

**WOODINVILLE FIRE & RESCUE
RESOLUTION NO. 2023-02**

2024 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 2024

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 24, 2023; and

WHEREAS, the Board of Fire Commissioners (the "Board") of the District has met and considered the District budget for the calendar year 2024; and

WHEREAS, the District's fire benefit charge amount from the previous year was \$5,548,867; and

WHEREAS, at the conclusion of the public hearing on October 24, 2023, 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 2024.

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 2024 is hereby established to not exceed **\$5,121,560**
4. That as part of the 2024 budget adoption, a *decrease* in the proposed aggregate fire benefit charge is hereby authorized for 2024 in the amount of \$427,307 which is a percentage *decrease* of approximately 9.66 percent from the previous year.
5. That the proposed fire benefit charge will be imposed on the affected properties beginning January 1, 2024.
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 14th DAY OF NOVEMBER 2023.

**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
RESOLUTION NO. 2023-03**

**2024 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 2024; and

WHEREAS, the Board has properly given notice of the public hearing held on October 24, 2023 to consider the District’s current expense budget for the 2024 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 2023 and tax year 2024 is estimated to be \$15,906,346,769; and

WHEREAS, the District’s actual levy amount from the previous year was \$9,292,121; 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 **\$9,414,691**.
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 \$20,417 in refunds made.


3. That under RCW 84.55.120 and as part of the 2024 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 **\$67,339**, which is a percentage increase of **0.72469** 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 \$20,417 in refunds made.
4. That as part of the 2024 budget adoption, the Board has determined it necessary to impose a fire benefit charge in the amount of **\$5,121,560** on personal property and improvements to real property within the District for fiscal year 2024.
5. That the Board hereby adopts the District's total budget for 2024 in the amount of \$15,372,172, as follows:

a. Operating Expenses	\$14,872,172
b. Reserves	\$500,000

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

WOODINVILLE FIRE & RESCUE THIS 14th DAY OF NOVEMBER 2023.

**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

By Ordinance 2152 of the Metropolitan King County Council, Taxing Districts are required annually to submit the following information regarding their tax levies for the ensuing year as part of a formal resolution of the District's governing body.


THE KING COUNTY ASSESSOR HAS NOTIFIED THE GOVERNING BODY OF **WOODINVILLE FIRE & RESCUE (aka KING COUNTY FIRE PROTECTION DISTRICT NO. 36)** THAT THE ASSESSED VALUATION OF PROPERTY LYING WITHIN THE BOUNDARIES OF SAID DISTRICT FOR THE ASSESSMENT YEAR 2023 IS:

	\$ <u>15,906,346,769</u>
REGULAR (STATUTORY) LEVY (AS APPLICABLE):	
EXPENSE FUND	\$ <u>9,394,274</u>
- LID LIFT NAME	\$ _____
- LID LIFT NAME	\$ _____
RESERVE FUND	\$ _____
NON-VOTED G.O. BOND (Limited)	\$ _____
REFUNDS (Noted on worksheet)	\$ <u>20,417</u>
TOTAL REGULAR LEVY	\$ <u>9,414,691</u>
EXCESS (VOTER APPROVED) LEVY:	
(Please list authorized bond levies separately.)	
G.O. BONDS FUND LEVY	\$ _____
G.O. BONDS FUND LEVY	\$ _____
G.O. BONDS FUND LEVY	\$ _____

SPECIAL LEVIES (INDICATE PURPOSE AND DATE OF ELECTION AT WHICH APPROVED, **EXCEPT LID LIFTS**):

Fire Benefit Charges (approved 04/23/2019)	\$ <u>5,121,560</u>
_____	\$ _____
TOTAL TAXES REQUESTED:	\$ <u>14,536,251</u>

THE ABOVE IS A TRUE AND COMPLETE LISTING OF LEVIES FOR SAID DISTRICT FOR TAX YEAR 2024 AND THEY ARE WITHIN THE MAXIMUMS ESTABLISHED BY LAW.



 Roger Collins, Chair, Board of Fire Commissioners

 11/14/2023
 (DATE)

Woodinville Fire & Rescue



M E M O R A N D U M

DATE: November 14, 2023
TO: Roger Collins, Chair
Board of Fire Commissioners
FROM: Dana Schutter, Deputy Chief of Logistics
SUBJECT: **Station 35 Cell Tower Contract Renewal**

Background

The current contract with STC Five LLC has expired. The company is looking to renew the contract.

Fiscal Impact

- Annual rent of \$22,992.07,
- One 5-year term with no auto renewal,
 - Rent escalation of 5% per year
- Both parties have equal right to terminate the contract, and
- No first right of refusal

Recommendations

Staff recommends that the Board of Fire Commissioners authorize staff to sign the contract with STC Five LLC for Station 35 as presented.

PROPOSED MOTION

I move that the Board of Fire Commissioners authorize staff to sign the contract with STC Five LLC for Station 35 as presented.

SECOND AMENDMENT TO PCS SITE AGREEMENT

THIS SECOND AMENDMENT TO PCS SITE AGREEMENT (this “Second Amendment”) is dated and made effective as of the date of the last party to sign (“Effective Date”), by and between KING COUNTY FIRE DISTRICT NO. 36 (“Owner”), with a mailing address of 175 Newport Way NW, Issaquah, Washington 98027, and STC FIVE LLC, a Delaware limited liability company, by and through its attorney in fact, GLOBAL SIGNAL ACQUISITIONS III LLC, a Delaware limited liability company (“Lessee”), with a mailing address of 2000 Corporate Drive, Canonsburg, Pennsylvania 15317.

RECITALS

WHEREAS, Woodinville Fire and Life Safety District (“Original Owner”) and Sprint Spectrum L.P., a Delaware limited partnership (“Original Lessee”) entered into a PCS Site Agreement dated August 14, 1996 (the “Original Agreement”), whereby Original Lessee leased certain real property, together with access and utility easements, located in King County, Washington from Original Owner (the “Site”), all located within certain real property owned by Original Owner (the “Property”); and

WHEREAS, the Original Agreement was amended by that certain Amendment to PCS Site Agreement dated September 23, 1998 (hereinafter the Original Agreement and all subsequent amendments are collectively referred to as the “Agreement”); and

WHEREAS, King County Fire District No. 36 is currently the lessor under the Agreement as the current owner of the Property, as more fully described in that certain Statutory Warranty Deed recorded in the official records of King County, Washington (the “Official Records”) on January 31, 1986 at Document No. E0862248; and

WHEREAS, STC Five LLC is currently the lessee under the Agreement as successor in interest to the Original Lessee; and

WHEREAS, the Agreement had an initial term that commenced on August 14, 1996, and expired on August 13, 2001. The Agreement provided for four (4) extensions of five (5) years each, all of which were exercised by Lessee. According to the Agreement, the final extension expired on August 13, 2021; and

WHEREAS, the Site may be used for the purpose of constructing, maintaining and operating a communications facility, including tower structures, equipment shelters, cabinets, meter boards, utilities, antennas, equipment, any related improvements and structures and uses incidental thereto; and

WHEREAS, Owner and Lessee desire to amend the Agreement on the terms and conditions contained herein.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are acknowledged, Owner and Lessee agree as follows:

1. Recitals; Defined Terms. The parties acknowledge the accuracy of the foregoing recitals. Any capitalized terms not defined herein shall have the meanings ascribed to them in the Agreement. All

references to the defined term “SSLP” in the Agreement are hereby deleted and “Lessee” is inserted in its place.

2. Term. The Agreement shall automatically be renewed for one (1) additional Renewal Term of five (5) years, commencing upon the Effective Date of this Second Amendment and expiring five (5) years thereafter.

3. Rent. Owner and Lessee acknowledge and agree that the annual rent as of November 1, 2023 is Twenty-Two Thousand Nine Hundred Ninety-Two and 07/100 Dollars (\$22,992.07).

4. Rent Escalation. Commencing on August 1, 2024 and every year thereafter (each an “Adjustment Date”), the annual rent shall increase by an amount equal to five percent (5%) of the annual rent in effect for the year immediately preceding the Adjustment Date. Such rent escalations shall replace any rent escalations currently in the Agreement.

5. Termination. Section 11 of the Original Agreement is hereby deleted, and the following is inserted in its place:

Lessee may terminate this Agreement at any time by notice to Owner without further liability if Lessee does not obtain all permits or other approvals (collectively, “approval”) required from any governmental authority or any easements required from any third party to operate the PCS system, or if any such approval is canceled, expires or is withdrawn or terminated, or if Owner fails to have proper ownership of the Site or authority to enter into this Agreement. Either party may terminate this Agreement at any time by twenty-four (24) months’ written notice to the other party without further liability. Upon termination, all prepaid rent shall be retained by Owner.

6. Notices. The parties’ notice addresses as stated in the Agreement are amended as follows:

Lessee: STC Five LLC
c/o Crown Castle USA Inc.
Attn: Legal - Real Estate Department
2000 Corporate Drive
Canonsburg, PA 15317

Owner: King County Fire District No. 36
175 Newport Way NW
Woodinville, WA 98027

7. IRS Form W-9. Owner agrees to provide Lessee with a completed IRS Form W-9, or its equivalent, upon execution of this Second Amendment and at such other times as may be reasonably requested by Lessee. In the event the Site is transferred, the succeeding lessor shall have a duty at the time of such transfer to provide Lessee with a completed IRS Form W-9, or its equivalent, and other related paper work to effect a transfer in the rent to the new lessor. Owner’s failure to provide the IRS Form W-9 within thirty (30) days after Lessee’s request shall be considered a default and Lessee may take any reasonable

action necessary to comply with IRS regulations including, but not limited to, withholding applicable taxes from rent payments.

8. Ratification.

a) Owner and Lessee agree that Lessee is the current lessee under the Agreement, the Agreement is in full force and effect, as amended herein, and the Agreement contains the entire agreement between Owner and Lessee with respect to the Site.

b) Owner agrees that any and all actions or inactions that have occurred or should have occurred prior to the date of this Second Amendment are approved and ratified and that no breaches or defaults exist as of the date of this Second Amendment.

c) Owner represents and warrants that Owner is duly authorized and has the full power, right and authority to enter into this Second Amendment and to perform all of its obligations under the Agreement as amended.

d) Owner agrees to provide such further assurances as may be requested to carry out and evidence the full intent of the parties under the Agreement as amended hereby, and ensure Lessee's continuous and uninterrupted use, possession and quiet enjoyment of the Site under the Agreement as amended hereby.

e) Owner acknowledges that the Site, as defined, shall include any portion of the Property on which communications facilities or other Lessee improvements exist on the date of this Second Amendment.

9. Remainder of Agreement Unaffected. The parties hereto acknowledge that except as expressly modified hereby, the Agreement remains unmodified and in full force and effect. In the event of any conflict or inconsistency between the terms of this Second Amendment and the Agreement, the terms of this Second Amendment shall control. The terms, covenants and provisions of this Second Amendment shall extend to and be binding upon the respective executors, administrators, heirs, successors and assigns of Owner and Lessee. This Second Amendment may be executed simultaneously or in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same agreement.

10. Survey. Lessee reserves the right, at its discretion and at its sole cost, to obtain a survey ("Survey") specifically describing the Site and any access and utility easements associated therewith. Lessee shall be permitted to attach the Survey as an exhibit to this Second Amendment and any related memorandum for recording, which shall update and replace the existing description, at any time prior to or after closing of this Second Amendment.

11. Recordation. Lessee, at its cost and expense, shall have the right to record a memorandum of this Second Amendment ("Memorandum") in the official records of King County, Washington at any time following the execution of this Second Amendment by all parties hereto. In addition, Lessee shall have the right in its discretion, to record a notice of lease, affidavit or other form to be determined by Lessee without Owner's signature in form and content substantially similar to the Memorandum, to provide record notice of the terms of this Second Amendment.

12. Electronic Signatures. Each party agrees that the electronic signatures of the parties included in this Second Amendment are intended to authenticate this writing and to have the same force and effect as manual signatures. As used herein, “electronic signature” means any electronic sound, symbol, or process attached to or logically associated with this Second Amendment and executed and adopted by a party with the intent to sign such Second Amendment, including facsimile or email electronic signatures.

[Execution Pages Follow]

This Second Amendment is executed by Owner as of the date first written below.

OWNER:

KING COUNTY FIRE DISTRICT NO. 36

By: _____

Print Name: _____

Print Title: _____

Date: _____

State of Washington

County of _____

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that (he/she) signed this instrument, on oath stated that (he/she) was authorized to execute this instrument and acknowledged it as the _____ (type of authority, e.g., officer, trustee, etc.) of _____, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: _____

NOTARY PUBLIC, in and for the State of Washington

Printed Name: _____

Residing at: _____

My commission expires: _____

(Seal or Stamp)

[Lessee Execution Page Follows]

This Second Amendment is executed by Lessee as of the date first written below.

LESSEE:
STC FIVE LLC,
a Delaware limited liability company

By: GLOBAL SIGNAL ACQUISITIONS III
LLC,
a Delaware limited liability company
Its: Attorney In Fact

By: _____
Print Name: _____
Print Title: _____
Date: _____

State of Texas

County of _____

Before me, _____, a Notary Public, on this day personally appeared _____ of **GLOBAL SIGNAL ACQUISITIONS III LLC**, a Delaware limited liability company, as Attorney in Fact for **STC FIVE LLC**, a Delaware limited liability company, known to me (or proved to me on the oath of _____ or through driver’s license, state id card, resident id card, military id card, or passport) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that she/he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____, 20__.

(Personalized Seal)

Notary Public’s Signature



Eastside Fire & Rescue

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

MEMORANDUM

Date: November 14, 2023

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

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

Subject: **Staff Report 23-011**
Revised Proposal to add an Assistant Fire Marshal

Background

On July 11, 2023, the Woodinville Board of Fire Commissioners gave approval for the Fire Chief to begin the process of hiring a full-time civilian fire inspector, a position that was intended to be added to the WFR positions and included as a WFR ILA labor expense.

Regrettably, due to negotiations with Local Union 2878, we were unable to create the civilian inspector position, and the inspector role will remain under the Firefighter/Engineer/Company Officer Bargaining Unit. This situation has left us with an unresolved issue that needs immediate attention.

Issue

The issue presented earlier this year remains. We foresee a substantial increase in new construction projects within Woodinville in 2023 and beyond. Each of these projects requires multiple plan reviews and new construction inspections. Furthermore, once constructed, the annual inspections continue to impose a significant workload on the Fire Marshal's Office (FMO). This unprecedented growth in Woodinville's area has created strain on the FMO's ability to meet the necessary requirements, which is vital for the safety and success of our community.



Eastside Fire & Rescue

Recommendation

EF&R proposes the following:

1. Allow EF&R to begin the process of hiring a full-time Assistant Fire Marshal (AFM) to be added to the WFR positions and included as a WFR ILA labor expense.
2. Determine the start date (estimate January 2024) and have permit and plan review fees collected and deposited as EF&R revenue with EF&R 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.

The benefits to hiring an AFM are:

1. Immediate Hiring: The position and wage scale for an AFM already exist in the Support Staff Collective Bargaining Agreement. This means that the hiring process can commence without delay, allowing us to swiftly address our needs.
2. Enhanced Capacity: An AFM possesses a skillset that encompasses both inspections and plan reviews, making them well-suited to tackling the growing workload in the FMO. This addition will provide much-needed support, ensuring that our community's safety and regulatory compliance are upheld.

We believe that implementing this proposal is crucial to maintaining high standards of safety, code compliance, and overall service delivery while also ensuring that the FMO remains equipped to meet the demands of our evolving city.

Fiscal Impact

Our previous proposal for a civilian inspector estimated the initial cost to WFR to be approximately \$64,000 in 2024. The total compensation differences between a civilian inspector, a uniformed inspector, and a civilian AFM are shown in the table below.

Civilian Inspector (Estimated)	Fire Inspector (FF/Eng/Capt)	Assistant Fire Marshal (Step 1 - Step 5)
\$163,383	\$194,320 - \$227,107	\$173,931 - \$191,855



Eastside Fire & Rescue

Estimating a conservative \$100,000 permit/plan review revenue being applied to the cost of one full-time AFM, the remaining cost to WFR would be approximately \$73,931 - \$91,855 for 2024.

Thank you for your attention and consideration. I am available to provide any additional information or clarification as needed.

PROPOSED MOTION

I move that the Board of Fire Commissioners authorize staff to move forward with hiring a full-time civilian Assistant Fire Marshal under the cost structure as presented in Staff Report 2023-011.