

WOODINVILLE FIRE & RESCUE

Tuesday, December 12, 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 Roger Collins
Commissioner Derek van Veen
Commissioner Doug Halbert
Commissioner Anjela Barton
Commissioner Mike Millman

Staff

Fire Chief Ben Lane
Board Secretary Nicole Frisch
Deputy Chief Doug McDonald
Deputy Chief Dana Schutter

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 van Veen. The motion passed, 5-0.

Public Comment

None.

1. Proposed January Meeting Date – January 16, 2023

Discussion ensued.

The next regular meeting will be held on January 16, 2023 at Station 31 and virtually via MS Teams.

2. Fire Chief Briefing

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

3. Consent Agenda (attached hereto)

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

MOTION: Commissioner Millman 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.

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

Commissioner Halbert asked about Eastside Public Safety Communications Agency (EPSCA) dissolving and how refunds will be distributed. Chief Lane reported that staff will do more research, but there is nothing to indicate at this time that the District pays EF&R for EPSCA; the monthly fee is paid by EF&R. Should there be a credit, it will be allocated appropriately.

Commissioner Millman reported that his son is graduating from King County Sheriff Police Academy next week.

Commissioner Barton reported that she has made a contact at the City of Woodinville to begin conversations on impact fees and the District's ability and willingness to collect them. She is planning to set up a meeting with Commissioner Halbert in January.

Commissioner Collins thanked DC Schutter for his 32 years of service and congratulated him on his upcoming retirement.

5. Adjournment


Board Chair Collins adjourned the meeting at 5:21 p.m.



Nicole Frisch, Board Secretary



Derek van Veen, Commissioner, Position 1



Doug Halbert, Commissioner, Position 2



Anjela Barton, Commissioner, Position 3



Mike Millman, Commissioner, Position 4

Meeting of the Board of Commissioners

December 12, 2023

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Roger Collins, Commissioner, Position 5



Woodinville Fire & Rescue

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

**Tuesday, December 12, 2023
5:00 p.m.**

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

[Click here to join the meeting](#)

To listen live, dial [+1 509-931-1382,,287103346#](#)

Phone Conference ID: 287 103 346#

AGENDA

Call to Order/Flag Salute/Roll Call

Consideration and approval of Agenda in Content and Order

Public Comments (Please submit public comment via email to NFrisch@esf-r.org at least one hour prior to start of meeting. Please limit comments to three minutes.)

Board Business Items

1. Proposed January meeting date – January 16, 2023
2. Fire Chief Briefing
3. Consent Agenda
 - a. Approval of Minutes from the November 14, 2023 Regular Meeting
 - b. Approval of General Vouchers
4. Reports and Requests from the Commissioners/Good of the Order
5. Adjournment



Woodinville Fire & Rescue Board of Fire Commissioners

To: Woodinville Fire & Rescue Board of Fire Commissioners

From: Fire Chief Ben Lane

Subject: Fire Chief Briefing – December 2023

Mercer Island:

The final transition meeting has taken place, and the staff is working to secure a few loose ends before the official cutover on 1/1/24. Collectively we are excited about our “new” department’s future. Here is a photo of the recent promotional ceremony where we celebrated fourteen advancements!



Duvall:

On November 27th the KCFD 45 Fire Commissioner unanimously approved an Administrative ILA with EF&R. This also includes the transition of two District employees who will fill EF&R's Deputy Chief and Emergency Manager vacancies effective 1/1/24. The EF&R Board will consider this for final approval at their December 14th meeting.

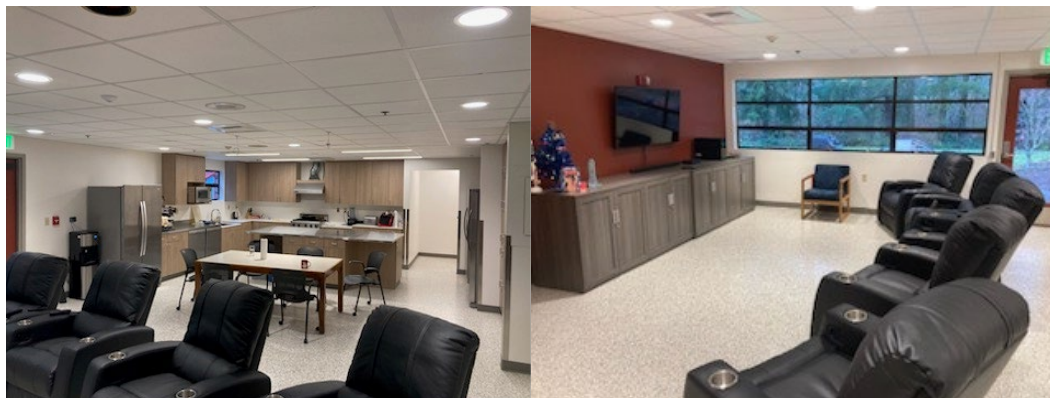
District 3 Townhall:

On November 29th EF&R hosted a District 3 Town Hall for Councilmember Sarah Perry. Guest speakers talk about behavioral health initiatives, creative economies, and environmental preservation in Issaquah and across our region. [You can watch a recap of that Town Hall here](#)



Facility Updates:

The station 35 kitchen remodel is now complete. The crews are enjoying their new space and send their sincere appreciation!



Shop with a Cop:

The 2023 Woodinville Shop with a Cop event was a huge success with an estimated 97 kids from 42 local families benefiting from donations collected throughout the year and grants from local businesses. Around \$19,000 of assistance was given out during the event, as well as boxes of food to help the families to prepare holiday meals.

Special thanks to EF&R Benevolent Fund Director Dustin Wuebel for his work in coordinating this important event. Thanks also to the Pizza Coop, the Kenzie & Dot Foundation, Target (provided \$2,500 in grant money), Costco (donated turkeys – leftovers were donated to the Maltby food bank), Woodinville High School wrestling team and girls basketball team volunteers, EF&R employee volunteers Pat Imboden, Monique Kruyt, Stephanie Dobson, and Catherine Breault, and the Station 31 duty crew: BC Seth Merritt,

Lt. Chris Loken, Engineer Nick Barth, and Firefighters Max Dale, Adam Gargus, and Connor Shelford.



Union's Local number change:

When two International Association of Firefighters Union Locals combine, the IAFF supports adopting the lower local number. Effective January 1, 2024, the Eastside Fire & Rescue Firefighters will officially change their local number from 2878 to 1762.

2024 Legislative Day:

Proudly hosted by the Washington Fire Commissioners & the Washington Fire Chiefs Associations. January 23, 2024, 8:00am - 10:00am
This annual event, which includes a continental breakfast, workshop, and time to meet with your legislators, provides an excellent opportunity to discuss issues with legislators that directly impact the fire service. Please email Nicole if you are interested in attending.

Save the Date! EF&R's Annual Awards Banquet:

March 8, 2024 at the Snoqualmie Casino. More information to come!





Special District Voucher Approval Document

WFR - 1

KC v2.0

Scheduled Payment Date: 11/29/2023

Total Amount: \$9,521.58

Control Total: 2

Payment Method: WARRANT

District Name: Woodinville Fire & Rescue

File Name: AP_WDNVLFIR_APSUPINV_20231127172021.csv

Fund #: 100360010

CONTACT INFORMATION

Preparer's Name: Quinn Schoenstaedt

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>Quinn Barton</u>	<u>12/12/23</u>
Authorized District Signature	Date
<u>[Signature]</u>	<u>12.12.23</u>
Authorized District Signature	Date
<u>[Signature]</u>	<u>12-12-23</u>
Authorized District Signature	Date

<u>[Signature]</u>	<u>12/12/23</u>
Authorized District Signature	Date
<u>[Signature]</u>	<u>12/12/23</u>
Authorized District Signature	Date
<u>Joan Montegary</u>	<u>11/27/23</u>
Authorized District Signature	Date

SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable
Attn: Special Districts
401 5th Avenue, Room 323
Seattle, WA 98104

Email: SpecialDist.AP@kingcounty.gov
Fax: (206) 263-3767

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Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Woodinville Fire & Rescue

File Name: AP_WDNVLFIR_APSUPINV_20231127172021.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
BANK OF AMERICA			231102001	11/29/2023	\$125.00	0010231-0
SPRINGBROOK HOLDING CO LLC			231102002	11/29/2023	\$9,396.58	8001536

ACCOUNTS PAYABLE

Woodinville Fire & Rescue

As Of: 11/29/2023

Time: 17:00:53 Date: 11/27/2023

Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
20263	10/30/2023	11/29/2023	65	BANK OF AMERICA	125.00
522 14 41	10-16	General Cash Mgt and Ba	001 000 522	General Expense	125.00 Annual safe deposit box renewal fee
20262	11/02/2023	11/29/2023	100	SPRINGBROOK HOLDING CO LLC	9,396.58 2024 SPRINGBROOK SUBSCRIPTION
522 10 48	30-11	IT - Springbrook (BIAS) Fi	001 000 522	General Expense	9,396.58 Annual subscription/licensing fee for financial software

Report Total: 9,521.58

Fund

001 General Expense Fund (10-036-0010) 9,521.58

This report has been reviewed by:

Signature: Joan Montegary
Fire Chief/Chief Administrative Officer

Date: 11/27/23



Special District Voucher Approval Document

RC 92.0

Scheduled Payment Date: 11/29/2023

Total Amount: \$226.00

Control Total: 1

Payment Method: WARRANT

District Name: Woodinville Fire & Rescue

File Name: AP_WDNVLFIR_AP5UPINV_20231127172501.csv

Fund #: 100360010

2501

CONTACT INFORMATIONPreparer's Name: Julia SchoenstaedtEmail 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)) :

Chris Barton
Authorized District Signature12/12/23
Date[Signature]
Authorized District Signature12.12.23
Date[Signature]
Authorized District Signature12-12-23
Date[Signature]
Authorized District Signature12/12/23
Date[Signature]
Authorized District Signature12/12/23
DateJoan Montegary
Authorized District Signature11/27/23
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:

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Special District Voucher Approval Document

KC v2.0

District Name: Woodinville Fire & Rescue

File Name: AP_WDNVLFIR_APSUPINV_20231127172501.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
GARY HEUSLEIN			231103001	11/29/2023	\$226.00	31-Oct

ACCOUNTS PAYABLE

Woodinville Fire & Rescue

As Of: 01/11/2024

Time: 17:09:21 Date: 11/27/2023

Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
20264	11/27/2023	11/29/2023	355	GARY HEUSLEIN	226.00 GARY HEAUSLIN DENTAL
522	10	22	30-02 LEOFF 1 - Dental Reimb (001 000 522 General Expense	226.00 Reimburse G. Heuslein for dental
Report Total:				226.00	
Fund					
001 General Expense Fund (10-036-0010)				226.00	

This report has been reviewed by:

Signature: Joan Montegary
Fire Chief/Chief Administrative Officer

Date: 11/27/23



Special District Voucher Approval Document

2023-21

KC v2.0

Scheduled Payment Date: 12/06/2023

Total Amount: \$715.90

Control Total: 2

Payment Method: WARRANT

District Name: Woodinville Fire & Rescue

File Name: AP_WDNVLFIR_APSUPINV_20231204164450.csv

Fund #: 100360010

CONTACT INFORMATION

Preparer's Name: Emily J. Bromberg-Lewis

Email Address: kcprinting@esf-r.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

 Authorized District Signature	<u>12/12/23</u> Date
 Authorized District Signature	<u>12.12.23</u> Date
 Authorized District Signature	<u>12/12/23</u> Date

 Authorized District Signature	<u>12/23/23</u> Date
 Authorized District Signature	<u>12/12/23</u> Date
 Authorized District Signature	<u>12/4/23</u> 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_20231204164450.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
GARY HEUSLEIN			231201001	12/06/2023	\$164.90	1-Dec
VFIS			231201002	12/06/2023	\$551.00	33442129

ACCOUNTS PAYABLE

Woodinville Fire & Rescue

As Of: 12/06/2023

Time: 12:39:01 Date: 12/04/2023

Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
20266	12/04/2023	12/06/2023	355	GARY HEUSLEIN	164.90 DECEMBER 2023 LEOFF 1 Medicare Premium Reimbursement
522 10 22 30-01	LEOFF 1 - Medicare/Med	001 000 522	General Expense	164.90	LEOFF 1 Medicare Premium Reimbursement (\$164.90/month)
20265	11/16/2023	12/06/2023	914	VFIS	551.00 Insurance renewal premium (BoFC) for 2024
522 10 46 10-01	Insurance - Bldgs/Appart	001 000 522	General Expense	551.00	Insurance renewal premium (BoFC) for 2024

Report Total: 715.90

Fund

001 General Expense Fund (10-036-0010) 715.90

This report has been reviewed by:

Signature:

Jean S. Montegary
Fire Chief/Chief Administrative Officer

Date:

12/4/23