

WOODINVILLE FIRE & RESCUE

Tuesday, July 9, 2024

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 – *arrived at 5:01*
Commissioner Mike Millman

Staff

Fire Chief Ben Lane
Board Secretary Nicole Frisch
Interim Board Secretary Melissa Knutson
Finance Director Joan Montegary
Deputy Chief Will Aho
Deputy Chief Doug McDonald
Deputy Director Jamie Formisano
Deputy Director Pam Bryson

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 Millman. The motion passed, 5-0.

Public Comment

None.

1. Staff Report 24-007 – Station 35 Backflow & Staff Report 24-008 – Station 33 Backflow

Chief Lane presented an overview regarding the needed upgrade to the backflow assemblies (preventers) for both Stations 35 and 33. Chair Collins requested staff contact the water district, checking the threshold of when it is required to replace or upgrade a backflow assembly. Commissioner Halbert requested to find out if we currently have backflow preventers at these locations. Discussion ensued.

MOTION: Commissioner Collins moved that in the event the District does not have backflow preventors currently at Stations 35 and 33, the Board authorizes staff to move forward with this as presented. If backflow preventors are in place, staff will come back at the next regular meeting with additional information and

validation of the requirement and necessity to upgrade the backflow preventers. The motion was seconded by Commissioner van Veen. The motion passed, 5-0.

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 June 11, 2024, 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 Barton. The motion passed, 5-0.*

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

Commissioner Halbert had inquiries / requests regarding two fire gates. Staff to follow up and report back at the September Board meeting.

Commissioner van Veen inquired regarding incidents over the fourth of July in our service area.

Commissioner Halbert reported he will attend the Redmond City Council meeting on July 23rd. They will be discussing Redmond's proposal to become an RFA.

Commissioner van Veen reminded us that Saturday, August 10th, is the Pancake breakfast.

5. Adjournment

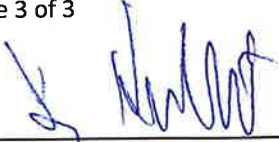
Board Chair Collins adjourned the meeting at 5:37 p.m.



Nicole M. Frisch, Board Secretary



Derek van Veen, Commissioner, Position 1



Doug Halbert, Commissioner, Position 2



Anjela Barton, Commissioner, Position 3

/s/ mike millman

Mike Millman, Commissioner, Position 4



Roger Collins, Commissioner, Position 5

Woodinville Fire & Rescue



M E M O R A N D U M

DATE: July 9, 2024
TO: Roger Collins, Chair
Board of Fire Commissioners
FROM: Will Aho, Deputy Chief of Operations
SUBJECT: **Staff Report 24-007 - Station 35 Backflow Assembly**

Background

Recently, the dayroom and kitchen at Station 35 were remodeled. The Woodinville Water District has brought it to our attention that a new backflow assembly is required. This requirement was not recognized by permitting, the architect, the engineer, or the contractor; therefore, the cost of adding a new backflow assembly was not factored into the project's cost.

The Water District requires that the backflow assembly be installed within 60 days from the date we received notice, June 17, 2024. The project is to be completed by August 18, 2024.

Our facilities technicians have moved quickly on this and requested bids from 18 vendors. They have received responses from 1.

Fiscal Impact

Choosing the lowest, most responsive bid, the anticipated fiscal impact is estimated to be no more than \$20,000. This includes the installation of the assembly, electrical, and post-installation repair of any landscape.

Recommendations

Staff recommends that the Board of Fire Commissioners authorize staff to move forward with completing the required backflow assembly project at Station 35, for a total budget not to exceed \$20,000.

PROPOSED MOTION

I move that the Board of Fire Commissioners authorize staff to move forward with completion of the backflow assembly project at Station 35, for a total budget not to exceed \$20,000.

Woodinville Fire & Rescue



M E M O R A N D U M

DATE: July 9, 2024
TO: Roger Collins, Chair
Board of Fire Commissioners
FROM: Will Aho, Deputy Chief of Operations
SUBJECT: **Staff Report 24-008 - Station 33 Backflow Assembly**

Background

Station 33 is undergoing a bathroom remodel. With the discovery of the missed backflow assembly requirement at Station 35, our facilities technicians checked the Station 33 project and found that the backflow assembly is also required there and was not included in the project. We would like to address the situation with the same vendors doing the work at Station 35 (*See Staff Report 24-007*).

The Water District requires that the backflow assembly be installed within 60 days from the date we received notice, June 17, 2024. The project is to be completed by August 18, 2024.

Fiscal Impact

Choosing the lowest, most responsive bid, the anticipated fiscal impact is estimated to be no more than \$20,000. This includes the installation of the assembly, electrical, and post-installation repair of any landscape.

Recommendations

Staff recommends that the Board of Fire Commissioners authorize staff to move forward with completing the required backflow assembly project at Station 33, for a total budget not to exceed \$20,000.

PROPOSED MOTION

I move that the Board of Fire Commissioners authorize staff to move forward with completion of the backflow assembly project at Station 33, for a total budget not to exceed \$20,000.



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

To: Woodinville Fire & Rescue Board of Fire Commissioners
From: Fire Chief Ben Lane
Subject: Fire Chief Briefing – July 2024

Duvall:

Monday, July 8, the KCFD-45 Board of Commissioners unanimously approved a Contract for Services between the District & EF&R. In addition, the Commission approved an MOU authorizing EF&R to hire four firefighters on behalf of the District. There is tremendous excitement within the Duvall organization, and they are anxiously awaiting the outcome of the EF&R Board vote on July 11. Thank you to the staff for all the great work!

New Hires:

With the anticipation of Duvall joining EF&R, staff is set to finalize employment offers for ten entry-level firefighters. Plans are already in the works to start our next recruitment process.

DC Position:

On June 17, DC Moffatt separated from the agency. We thank DC Moffatt for her contributions and wish her all the best in her future endeavors. We are currently conducting a process to fill that vacancy.

WSRB update:

Every three years WSRB engages with fire service agencies to go through a comprehensive rating process. Woodinville Fire & Rescue's WSRB evaluation process has been completed and there are no rating changes. Within the City, it will remain a Community Protection Class 3 and the unincorporated area will remain a Community Protection Class 4.

City of Woodinville:

The City of Woodinville is currently reassessing their 2025 fee schedule, as part of the overall budget process, and has requested input from the Fire Marshal's Office (FMO) regarding fire fees. The FMO is conducting a data-driven reassessment of these fees, basing them on an hourly rate and the time required to complete specific tasks. This comprehensive evaluation will likely result in an increase in fire fees. We will present a detailed proposal, for your approval, at the September meeting. In collaboration with City staff, we aim to ensure that the proposed fee increase is incorporated into the updated 2025 fee schedule that will be submitted to the City Council.

Wildland Deployments:

EF&R has two members assigned to the Pioneer Fire in Chelan. BC Ward is a Boat-group task force leader and LT Harper is working in the contingency group as a Task Force Leader-Trainee.

Recruit Graduation:

EF&R's eleven newest probationary firefighters are now in a two-week in-house post academy training, covering some EF&R specific operational practices. They will be completing Red Card (Wildland Firefighting certification) the first day on shift, which is July 17.

Operations update:

7/5 - 00:45: Working Fire Residential

EF&R crews, with assistance from Kirkland and Redmond Fire, responded to a residential fire on the 17200 block of NE 134th. The fire was under control in about half an hour, with no injuries. Initial reports indicate this was fireworks related.

7/8 – 22:46: Working Fire Multi-Family

Crews responded to a two-alarm fire at the Campbell Run apartments in Woodinville. At least one top floor unit was on fire upon arrival. EF&R, Bellevue, Bothell, Kirkland, Redmond, Shoreline, and Snohomish Regional units were dispatched with the first EF&R units on scene at 22:52. The fire was under control around 23:27. Two patients were transported, one with life-threatening injuries and another with non-life-threatening injuries. Multiple pets were rescued and treated. Seven family units were displaced and Red Cross is assisting. This fire is under investigation with an unknown cause at this time.



Special District Voucher Approval Document

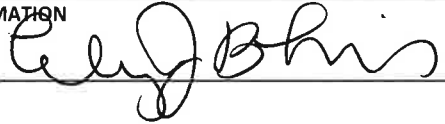
2024-15

KC v2.0

Scheduled Payment Date: 06/20/2024
Total Amount: \$40,041.66
Control Total: 1
Payment Method: WARRANT

District Name: Woodinville Fire & Rescue
File Name: AP_WDNVLFIR_APSUPINV_20240613074604.csv
Fund #: 100363020

CONTACT INFORMATION

Preparer's Name: 

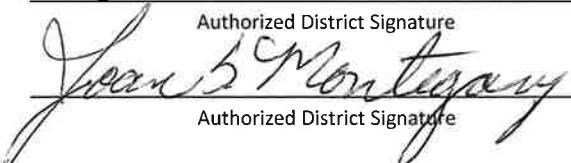
Email Address: KCPrinting@esf-r.org

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>Roger Collins</u> Authorized District Signature	<u>07-09-2024</u> Date	<u>Derek van Veen</u> Authorized District Signature	<u>07-09-2024</u> Date
<u>Mike Millman</u> Authorized District Signature	<u>07-09-2024</u> Date	<u>Doug Halbert</u> Authorized District Signature	<u>07-09-2024</u> Date
<u>Anjela Barton</u> Authorized District Signature	<u>07-09-2024</u> Date	<u></u> Authorized District Signature	<u>6/13/24</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

District Name: Woodinville Fire & Rescue

File Name: AP_WDNVLFIR_APSUPINV_20240613074604.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
MCKINSTRY CO LLC			240603001	06/19/2024	\$40,041.66	10250011

ACCOUNTS PAYABLE

Woodinville Fire & Rescue

Time: 07:09:42 Date: 06/13/2024

As Of: 06/19/2024

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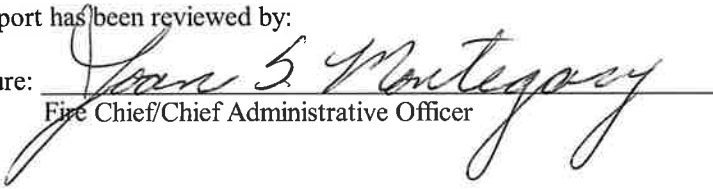
Accts Pay #	Received	Date Due	Vendor	Amount	Memo
20291	05/29/2024	06/19/2024	549	40,041.66	Sta 33 HVAC Replacement
594 22 61 00-98	Facilities - Not Specified		301 000 594 Capital Projects	40,041.66	Sta 33 HVAC Replacement

Report Total: 40,041.66

Fund	Amount
301 Capital Projects Fund (10-036-3020)	40,041.66

This report has been reviewed by:

Signature:


Fire Chief/Chief Administrative Officer

Date:

6/13/24



Special District Voucher Approval Document

District Name: Woodinville Fire & Rescue

File Name: AP_WDNVLFIR_APSUPINV_20240701124621.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
IAFF HEALTH & WELLNESS TRUST			240701001	07/03/2024	\$353.44	41751

ACCOUNTS PAYABLE

Woodinville Fire & Rescue

Time: 10:36:06 Date: 07/01/2024

As Of: 07/03/2024

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
20292	06/19/2024	07/03/2024	1237	353.44	IAFF HEALTH & WELLNESS TRUST
					LEOFF 1 Medical Premium for July 2024
	522 10 22 30-01	LEOFF 1 - Medicare/Med		001 000 522	General Expense
				353.44	LEOFF 1 Medical Premium for July 2024

Report Total: 353.44

Fund	Amount
001 General Expense Fund (10-036-0010)	353.44

This report has been reviewed by:

Signature: Joan Montegary
Fire Chief/Chief Administrative Officer

Date: 07/01/2024