

WOODINVILLE FIRE & RESCUE

Tuesday, January 16, 2024

Station 31

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 Director Pam Bryson (virtual)
Deputy Chief Wendy Moffatt
Finance Director Joan Montegary

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. Nomination/Election of Board Officers and Appointments to Standing Committees for 2024

Commissioner Collins was elected Board Chair and Commissioner Millman was elected Board Vice Chair by acclamation.

The Finance Committee will consist of Commissioner van Veen and Commissioner Collins, with Commissioner Halbert as an alternate.

The Intergovernmental Relations and System Performance Committee will consist of Commissioner Halbert as Chair, Commissioner Barton as a member, and Commissioner Millman as an alternate.

Updated Committee list attached hereto.

/s/ Anjela Barton

Anjela Barton, Commissioner, Position 3

/s/ Mike Millman

Mike Millman, Commissioner, Position 4

/s/ Roger Collins

Roger Collins, Commissioner, Position 5



Woodinville Fire & Rescue

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

**Tuesday, January 16, 2024
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#

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. Nomination/Election of Board Officers and Appointments to Standing Committees for 2024
2. Format of Future Meetings
3. Fire Chief Briefing
4. Consent Agenda
 - a. Approval of Minutes from the December 12, 2023 Regular Meeting
 - b. Approval of Capital and General Vouchers
5. Reports and Requests from the Commissioners/Good of the Order
6. Adjournment



Board of Fire Commissioners 2024 Committees

Executive Committee

Roger Collins, Chair

Mike Millman, Vice-Chair

Description: (Board Chair and Vice-Chair) A standing committee to run concurrent with the election to these positions. The Executive Committee would decide where issues should be referred if they are raised during a meeting, if they are policy in nature. Obviously, many issues would go to the District Administration.

Meetings: *This committee would meet with staff before each board meeting to set the agenda.*

Finance Committee

Derek van Veen, Chair

Roger Collins

Alternate: Doug Halbert

Description: An ad hoc committee to run concurrent with the budget cycle. This would be the group that would focus the most on the District's budget and financial issues. One member should be the Board Chair.

Meetings: *This committee would meet during the budget process and throughout the year as needed to conduct any necessary business related to District finances.*

Intergovernmental Relations and System Performance Committee

Doug Halbert, Chair

Anjela Barton

Alternate: Mike Millman

Description: An ad hoc committee to run concurrent with the calendar year. This committee would be the first look at annexation issues, King County government issues, State issues, etc. where there is another government involved, particularly a government in Washington State. If the District chose to take a position on a piece of legislation, the recommendation would likely go to or through this committee. This committee would also provide policy oversight and direction with respect to service delivery including response metrics, inspection goals, accreditation, and other District performance related matters.

Meetings: *This committee would meet as needed.*



Woodinville Fire & Rescue Board of Fire Commissioners

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

Mercer Island:

EF&R hosted our first open house of 2024 on January 10th at Station 91. Thank you to staff for making this a huge success, it was well attended! Our 2nd open house will be Saturday the 20th 11:00-1:00 at Station 92.



Duvall:

EF&R and KCFD 45's Administrative ILA has already proven beneficial. Staff has been supporting multiple administrative functions for the District, weekly station visits are taking place, and the January 10th Fire Commissioner meeting went well.

Organizational assessment survey:

Late last year, several employees attended "The Theory of Accountability", an interactive presentation by Leadership, Organizational Behavior, and Personal Success author Sam Silverstein. Mr. Silverstein's mission is to empower people to live accountable lives, transform the way they do business, and to thrive at extraordinary levels. EF&R has elected to participate in an anonymous organizational assessment conducted by Sam's company. We look forward to the assessment report and will use the results to help prioritize our strategic focus in 2024.

Arbitration Update:

EF&R's arbitration timeline has been extended. There is no specific date as to when a ruling can be expected.

Promotions

On January 11th we recognized 7 new promotions, 1 BC, 2 Captains, 3 Lieutenants, and 1 Engineer.



Recruit Graduation:

Please join us on January 18th at 6:00PM for the SKCFTC Recruit Class 17 graduation ceremony held at the River of Life Fellowship located at 10615 SE 216th Street in Kent. EF&R will be celebrating the success of our ten newest probationary firefighters. The ceremony will also be live streamed via South King County Fire Training Consortium's Facebook: @southkingcountyfiretrainingconsortium.

11 New Hires:

Today marked day one for 11 new firefighters. These recruits will spend the next two weeks getting oriented to EF&R before the start of the SKCFTC Recruit Academy.

Assistant Fire Marshal:

EF&R received significant interest during our open AFM recruitment process. Staff conducted multiple application reviews, moved forward several highly qualified candidates, and after interviews there was unanimous support for a finalist. HR anticipates completion of the hiring process in the coming weeks.

New EF&R Team Members:



Deputy Chief, Wendy Moffatt:

Hello Eastside Fire & Rescue!

I am joining the team as your Logistics Deputy Chief. I started in the fire service 30 years ago as a volunteer Firefighter with the Milton Fire Department. It was a logical progression for me to obtain my Paramedic certs, as my passion was in the service of the community. I

served the community of Pierce County as a Firefighter/Medic for many years, thriving on the high stress of emergency responses.

I sought the position of Deputy Chief of Training for South Whidbey Fire and EMS. While there I designed and launched a multi-agency training environment, bringing several departments together with a common goal. Following my desire to constantly challenge myself to grow, I moved to Duvall Fire as the Deputy Chief of Operations and ended up serving as the Interim Fire Chief until this latest move to Eastside.

I have spent my adult life working and relaxing in the Pacific Northwest (PNW). I enjoy hiking with my wife and two dogs, and photographing the beauty of where we live. The PNW is the perfect place to slow down, reconnect with nature, and enjoy what is right in front of us I look forward to getting to know each of you as I continue to grow individually and professionally here at Eastside Fire and Rescue. One team, one fight.



Emergency Manager, Greg Bawden:
Hello – I was born in Seattle’s Discovery Park and grew up in the Bothell-Kenmore area. My wife Julie and I live near Duvall, where we raised two daughters. Those girls are now grown but still seem to like us!

After college, I performed spill response, site assessment, and clean up at Superfund sites. I got tired of travel, so I joined KCFD 45 as a volunteer, got hired, and stayed for a few years. During my career, I served as a firefighter, driver, company officer, training officer, emergency manager, and support services chief. I completed the Executive Fire Officer and FEMA’s Emergency Management Advanced Academy.

While waiting for my daughters next visit, I enjoy hiking, kayaking, mountain biking, and all the chores of rural living. I volunteer at the Boy Scout’s Camp Parsons and just finished 20 years’ service on local and regional school boards.

And finally, I have a significant hearing loss and am not shy about advocating for myself and others with the same challenge!

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 Trina if you are interested in attending.

Save the Date!

EF&R's annual awards banquet will be March 8th at the Snoqualmie Casino.



**Woodinville Fire & Rescue
Revenue and Expenditure Report
November 2023**

COMMENTS

Expense Fund

Revenue

As of the end of November, looking at property tax, fire benefit charge, and EMS levy revenue, we have collected 99.69% of the expected collection for 2023.

Expenditures

At the end of November, there is 8.33 percent of the year remaining and our budget remaining is 14.57 percent. At 6.24 percent below budget, we are doing better than expected.

Other Information

As a reminder, the District will still have a reconciliation amount to pay to Eastside Fire & Rescue during the first quarter of 2024.

Woodinville Fire & Rescue
Cash/Investment Balances by Fund
For the month ended November 30, 2023

Line #		Expense Fund	Benefit Charge Fund	Capital Project Fund	Reserve Fund	Benefit Liability Reserve Fund	Total All Funds
1	November 30, 2023	\$10,322,749	\$0	\$482,094	\$15,625,088	\$867,546	\$27,297,476
2							
3	December 31, 2022	\$8,050,506	\$0	\$510,719	\$15,640,322	\$909,125	\$25,110,672
4							
5	Dollar Increase (Decrease)	<u>\$2,272,243</u>	<u>\$0</u>	<u>(\$28,626)</u>	<u>(\$15,234)</u>	<u>(\$41,579)</u>	<u>\$2,186,804</u>
6							
7	Percentage Increase (Decrease)	28.22%	-	-5.60%	-0.10%	-4.57%	8.71%
8							
9	<i>For historical reference, 2018 through 2021 year-end cash/investment balances are shown below.</i>						
10							
11		Expense Fund	Benefit Charge Fund	Capital Project Fund	Reserve Fund	Benefit Liability Reserve Fund	Total All Funds
12	December 31, 2021	\$6,945,153	\$0	\$754,078	\$15,835,811	\$1,310,365	\$24,845,407
13							
14	December 31, 2020	\$7,053,049	\$0	\$771,758	\$13,774,558	\$1,957,859	\$23,557,224
15							
16	December 31, 2019	\$7,356,347	\$0	\$2,399	\$11,224,084	\$1,190,213	\$19,773,042
17							
18	December 31, 2018	\$7,132,960	\$0	\$14,241	\$8,970,005	\$1,162,459	\$17,279,665

Woodinville Fire & Rescue
Revenue and Expense Report
 For the month ended November 30, 2023

% of Budget Time Remaining 8.3%

Line #	Nov 2023 Actuals	2023 Annual Budget	2023 YTD Actual	Remaining Dollars	% of Total Remaining
1					
2	Cash Balance - Beginning of Year		8,130,559		
3					
4	Revenue				
5	Property Taxes	560,156	9,292,121	9,258,255	33,866 0.4%
6	King County EMS Levy Revenue	0	856,710	779,761	76,949 9.0%
7	Permit/Plan Review Revenue	5,950	50,000	52,802	(2,802) -5.6%
8	Miscellaneous Other	43,985	75,000	268,416	(193,416) -257.9%
9	Interfund Transfers IN			0	
10	Benefit Charge Fund	377,646	5,548,867	5,535,588	13,279 0.2%
11	Reserve Fund	0	0	0	
12	Benefit Liability Reserve Fund	0	0	0	
13	Total Revenue	987,738	15,822,698	15,894,822	(72,124) -0.5%
14					
15	Total Resources (Beginning Cash + Revenue)		24,025,380		
16					
17	Expenditures				
18	Salaries & Wages	0	75,480	4,992	70,488 93.4%
19	Benefits	391	36,050	10,839	25,211 69.9%
20	Office & Operating Supplies	9,397	42,241	37,826	4,415 10.5%
21	Elections & Info	0	0	0	
22	Professional Services	1,165,221	15,772,940	13,561,317	2,211,623 14.0%
23	Travel	0	5,000	40	4,960 99.2%
24	Training & Education	0	8,900	6,000	2,900 32.6%
25	Advertising	0	1,200	0	1,200 100.0%
26	Insurance (Buildings/Apparatus)		6,000	5,297	703 11.7%

Woodinville Fire & Rescue
Revenue and Expense Report
 For the month ended November 30, 2023

% of Budget Time Remaining 8.3%

Line #		Nov 2023 Actuals	2023 Annual Budget	2023 YTD Actual	Remaining Dollars	% of Total Remaining
27	Miscellaneous Other	0	10,000	650	9,350	93.5%
28	Intergovernmental Services	3,677	82,200	75,015	7,185	8.7%
29	Sub-Total (excluding Intrafund Transfers)	1,178,685	16,040,011	13,701,977	2,338,034	14.6%
30						
31	Interfund Transfers OUT					
32	Benefit Charge Fund	0	0	654	(654)	
33	Benefit Liability Reserve Fund	0	0	0	0	
34	Capital Fund	0	0	0	0	
35	Reserve Fund	0	0	0	0	
36	Total Expenditures	1,178,685	16,040,011	13,702,631	2,337,380	14.57%
37						
38	End Fund Balance - November 2023			10,322,749		