

WOODINVILLE FIRE & RESCUE
Tuesday, June 11, 2024

REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS

Commissioner Collins called the meeting to order at 5:02 p.m. Roll call was taken and was as follows:

Roll Call

Commissioner Derek van Veen
Commissioner Anjela Barton
Vice Chair Mike Millman

Staff

Fire Chief Ben Lane
Board Secretary Melissa Knutson
Deputy Chief Doug McDonald
Deputy Chief Wendy Moffatt
Deputy Director Pam Bryson - Virtually
Finance Director Joan Montegary

Absent

Commissioner Roger Collins - Excused
Commissioner Doug Halbert - Excused

MOTION: Commissioner Barton moved to excuse Commissioner Collin and Halbert's absences. The motion was seconded by Commissioner VanVeen. The motion passed, 3-0.

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 VanVeen. The motion passed, 3-0.

Public Comment

None.

1. Station 33 Remodel Scope Changes (Staff Report 2024-006)

Deputy Chief Moffatt presented Staff Report 2024-006, noting flooring options for Station 33. Discussion ensued.

MOTION: The Board of Fire Commissioners authorizes staff to move forward with the increased Scope of Work for the Station 33 remodel utilizing flooring Option 3, approving an additional \$ 33,853.00, bringing the total project to a cost not to exceed \$ 584,000.00. The motion passed, 3 – 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 May 14, 2024, 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 VanVeen. The motion passed, 3-0.*

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

The WF&R Executive meeting scheduled for July 4, 2024, will be cancelled. The Board Secretary will follow up to reschedule.

Commissioner Barton said well done to our MIH Team, for their part in the documentary receiving the Northwest Emmy award.

Commissioner Barton reported that PSE has announced they will be conducting Public Safety Power Shutoffs, due to Red Flag Warnings. Discussion ensued as to the implications of this type of event.

Finance Director Montegary added the May budget report to the Board packet.

5. Adjournment

Vice Chair Millman adjourned the meeting at 5:25 p.m.

 /s/ Melissa Knutson
Melissa Knutson, Board Secretary

 /s/ Derek van Veen
Derek van Veen, Commissioner, Position 1

Absent

Doug Halbert, Commissioner, Position 2

/s/ Anjela Barton

Anjela Barton, Commissioner, Position 3

/s/ Mike Millman

Mike Millman, Commissioner, Position 4

Absent

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 11, 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#](tel:+1509931287103346)
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 mknutson@esf-r.org at least one hour prior to start of meeting. Please limit comments to three minutes.)

Board Business Items

1. Staff Report – Station 33 Remodel Scope Changes
2. Fire Chief Briefing
3. Consent Agenda
 - a. Approval of Minutes from the May 14, 2024, Regular Meeting
 - b. Approval of Capital and General Vouchers
4. Reports and Requests from the Commissioners/Good of the Order
5. Adjournment

Woodinville Fire & Rescue



M E M O R A N D U M

DATE: June 11, 2024
TO: Roger Collins, Board Chair
Board of Fire Commissioners
FROM: Wendy Moffatt, Deputy Chief of Logistics
SUBJECT: **Staff Report 24-006**
Station 33 Remodel Scope Changes / Cost Increases

Background

During the October 10, 2023, regular meeting of the Board of Fire Commissioners, the Board approved \$550,000 for remodel project for Station 33.

The current scope of work is limited to the bathroom area remodel at the base bid: \$459,408. This original bid made the building inhabitable with no water to the building.

Fiscal Impact

The requested increase of scope would keep firefighters in the station and removing the carpet and replacing it with any of these flooring options:

- Option 1: Polished concrete - additional \$16,368 = \$566,000
- Option 2: Sheet flooring - additional \$19,245.00 = \$569,000
- Option 3: Epoxy - additional \$33,853 = \$584,000

Recommendation

Proposed Motion

The Board of Fire Commissioners authorizes staff to move forward with the increased Scope of Work for the Station 33 remodel utilizing flooring Option

_____, approving an additional \$ _____, bringing the total project to a cost not to exceed \$ _____.



**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 2024

Duvall:

Tomorrow, June 12, the KCFD-45 Board of Commissioners will be presented with a draft contract for services. Anticipated next steps include incorporating any necessary changes after the Commission does a detailed review and a special meeting for final approval prior to the July 11 EF&R Board meeting.

Shared Staffing Agreement:

Today, Chiefs and Union reps met to discuss a shared staffing agreement between Duvall, EF&R, Fall City, and Snoqualmie. This agreement has been in place between the Valley departments for years and would be expanded to include EF&R as a staffing resource during times of shortage within each respective department.

Redmond Fire RFA Announcement:

The Redmond Fire Department will present a proposal to form a Regional Fire Authority (RFA) to the Redmond City Council on July 16, at 4:30 PM, July 23, at 7:00 PM. Per Redmond Fire: *All potential stakeholders and interested parties are strongly encouraged to attend either in person or virtually.*

Training Consortium Update:

SKCFTC Board unanimously approved Kirkland Fire joining the training consortium starting January 1, 2025. Kirkland will bring additional training officers and administrative staff to the North office. This is an exciting development and further supports progress towards operational consistency throughout King County.

Brush Truck Update:

The chassis has been delivered to SeaWestern in Yakima. Items for the units are being ordered and shipped to Highway Products for the flatbed and body build. Installation is slated to begin in September. Again, thank you to the Board for your support on the updated build spec.

Ecology Public Comment Period:

On June 6, the public comment period closed, there were seven comments submitted and Ecology is working to be responsive to each submission.

KCEMS Levy Planning Update:

At the latest BLS subcommittee planning meeting there was extensive discussion on updating the funding formula to incorporate an increase towards calls for service calculation and a reduction in assessed valuation. As it stands now, there was straw poll support for a 60/40 calculation. Additionally, there was supported to increase overall levy funding for BLS and MIH.

Woodinville Water District:

The District has had a recurring agreement with the Woodinville Water District to hire summertime help to conduct hydrant maintenance. This has proven challenging to recruit and manage over the past few years, prompting staff to engage the water district to pull hydrant maintenance back under the Water District's umbrella.

CORE Team Documentary Award:

The Seattle Channel documentary that the CORE team participated in last year - The Fight Against Fentanyl - won a Northwest Regional Emmy Award a few weeks ago. Program Manager Rebecca is featured speaking on the Naloxone Leave Behind program and EF&R's MIH efforts in harm reduction. If you haven't viewed the documentary, I would encourage you to do so:

<https://www.seattlechannel.org/videos?videoid=x151126>



Special District Voucher Approval Document

2024-12

KC v2.0

Scheduled Payment Date: 05/29/2024
Total Amount: \$174.70
Control Total: 1
Payment Method: WARRANT

District Name: Woodinville Fire & Rescue
File Name: AP_WDNVLFIR_APSUPINV_20240523101124.csv
Fund #: 100360010

CONTACT INFORMATION

Preparer's Name: Emily J. Bromberg - Lewis

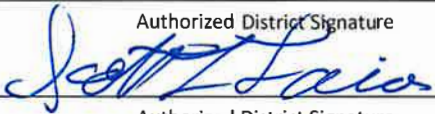
Email Address: KCPrinting@esf-r.org

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)) :

<u>/s/ Derek van Veen</u> Authorized District Signature	<u>06-11-24</u> Date	<u>/s/ Mike Millman</u> Authorized District Signature	<u>06-11-24</u> Date
<u>/s/ Anjela Barton</u> Authorized District Signature	<u>06-11-24</u> Date	 Authorized District Signature	 Date
<u></u> Authorized District Signature	<u>5/23/2024</u> Date	 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

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_20240523101124.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
GARY HEUSLEIN			240502001	05/29/2024	\$174.70	24-Jun

ACCOUNTS PAYABLE

Woodinville Fire & Rescue

As Of: 05/29/2024

Time: 09:24:53 Date: 05/23/2024

Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
20287	05/23/2024	05/29/2024	355	174.70	JUNE 2024; Annual PO for Medicare Reimbursement (\$174.70/mo)
522 10 22 30-01	LEOFF 1 - Medicare/Med		001 000 522 General Expense	174.70	Annual PO for Medicare Reimbursement (\$174.70/mo)

Report Total: 174.70

Fund	Amount
001 General Expense Fund (10-036-0010)	174.70

This report has been reviewed by:

Signature: *Scott Foid*
Fire Chief/Chief Administrative Officer

Date: 5/23/2024



Special District Voucher Approval Document

2024-13

KC v2.0

Scheduled Payment Date: 06/05/2024
Total Amount: \$241.50
Control Total: 1
Payment Method: WARRANT

District Name: Woodinville Fire & Rescue
File Name: AP_WDNVLFIR_APSUPINV_20240530135202.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)) :

/s/ Derek van Veen 06/11/24

Authorized District Signature Date

/s/ Anjela Barton 06/11/24

Authorized District Signature Date

/s/ Mike Millman 06/11/24

Authorized District Signature Date

Scott Haines 5/30/2024

Authorized District Signature Date

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

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_20240530135202.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
US BANK CORPORATE PAYMENT SYSTEMS			240601001	06/05/2024	\$241.50	1465-1

ACCOUNTS PAYABLE

Woodinville Fire & Rescue

Time: 12:57:22 Date: 05/30/2024

As Of: 06/05/2024

Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo	
20288	04/25/2024	06/05/2024	1232	241.50	US BANK CORPORATE PAYMENT SYSTEMS GALACTIC IDEAS - WFR WEBSITE SERVICES AND PRODUCT LICENSES	
522	10 48	30-20	IT - Website Maintenance	001 000 522	General Expense	241.50
				Report Total:	241.50	
Fund						
001 General Expense Fund (10-036-0010)				241.50		

This report has been reviewed by:

Signature: 
Fire Chief/Chief Administrative Officer

Date: 5/30/2024



Special District Voucher Approval Document

Scheduled Payment Date: 06/05/2024
Total Amount: \$528.14
Control Total: 2
Payment Method: WARRANT

District Name: Woodinville Fire & Rescue
File Name: AP_WDNVLFIR_APSUPINV_20240603150024.csv
Fund #: 100360010

CONTACT INFORMATION	
Preparer's Name: <u>Emily J. Bromberg-Lewis</u>	Email Address: <u>KCPrinting@esf-r.org</u>

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>/s/ Derek van Veen</u>	<u>06/11/24</u>	_____	_____
Authorized District Signature	Date	Authorized District Signature	Date
<u>/s/ Anjela Barton</u>	<u>06/11/24</u>	_____	_____
Authorized District Signature	Date	Authorized District Signature	Date
<u>/s/ Mike Millman</u>	<u>06/11/24</u>	<u>Jean Montegay</u>	<u>6-3-24</u>
Authorized District Signature	Date	Authorized District Signature	Date

SUBMIT SIGNED DOCUMENT TO:

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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_20240603150024.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
GARY HEUSLEIN			240602001	06/05/2024	\$174.70	24-Jul
IAFF HEALTH & WELLNESS TRUST			240602002	06/05/2024	\$353.44	41059

ACCOUNTS PAYABLE

2024-14

Woodinville Fire & Rescue

Time: 14:53:15 Date: 06/03/2024

As Of: 06/05/2024

Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
20289	06/01/2024	06/05/2024	355	174.70	JULY 2024; Annual PO for Medicare Reimbursement (\$174.70/mo)
	522 10 22 30-01	LEOFF 1 - Medicare/Med	001 000 522 General Expense	174.70	Annual PO for Medicare Reimbursement (\$174.70/mo)
20290	05/19/2024	06/05/2024	1237	353.44	JUNE 2024; LEOFF 1 Medical Premium for June 2024
	522 10 22 30-01	LEOFF 1 - Medicare/Med	001 000 522 General Expense	353.44	LEOFF 1 Medical Premium for June 2024

Report Total: 528.14

Fund	Amount
001 General Expense Fund (10-036-0010)	528.14

This report has been reviewed by:

Signature:

Jean S. Montegary
Fire Chief/Chief Administrative Officer

Date:

6-3-24