

**WOODINVILLE FIRE & RESCUE**

**October 8, 2024**

**REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS**

Commissioner Collins called the virtual 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  
Assistant Chief Will Aho  
Deputy Director Pam Bryson  
Deputy Director Jamie Formisano  
Deputy Chief Greg Garat  
Deputy Chief Doug McDonald

**Public Comment**

None.

**1. Budget Discussion**

Director Montegary presented the 2025 budget as attached hereto. Discussion ensued.

The 2025 Budget/Fire Benefit Charge Hearing will be held on Tuesday, October 22 at 5:00 p.m. at Woodinville Fire & Rescue Station 31.

**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 September 10, 2024 regular meeting
- b. Approval of Vouchers

***MOTION:*** Commissioner van Veen moved that the Board of Fire Commissioners approve the Consent Agenda as presented. The motion was seconded by Commissioner Millman. The motion passed, 5-0.

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

None.

**5. Adjournment**

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

*Nicole Frisch*  
\_\_\_\_\_  
Nicole M. Frisch, Board Secretary

*Derek van Veen*  
\_\_\_\_\_  
Derek van Veen, Commissioner, Position 1

*Doug Halbert*  
\_\_\_\_\_  
Doug Halbert, Commissioner, Position 2

*Anjela Barton*  
\_\_\_\_\_  
Anjela Barton, Commissioner, Position 3

absent 11-12-24  
\_\_\_\_\_  
Mike Millman, Commissioner, Position 4

*Roger Collins*  
\_\_\_\_\_  
Roger Collins, Commissioner, Position 5



**Woodinville Fire & Rescue**

**REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS  
VIRTUAL**

**Tuesday, October 8, 2024  
5:00 p.m.**

The meeting will be conducted 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/Roll Call

Consideration and approval of Agenda in Content and Order

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

**Board Business Items**

1. Budget Discussion
  - a. Schedule October Revenue Hearing
2. Fire Chief Briefing
3. Consent Agenda
  - a. Approval of Minutes from the September 10, 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  
Board of Fire Commissioners**

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

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**Duvall Integration:**

The Duvall/EF&R Integration Committee is making great progress, and I am pleased to report that EF&R has received all employment offer letters from District employees. This is an exciting milestone that sets the stage for the next phase: onboarding District employees and granting them access to a range of EF&R software, which will facilitate a smoother transition for everyone.

**KCEMS Levy Planning:**

On September 26, the Levy Planning Taskforce met to review recommendations from the four planning committees. The final decision was to set the levy rate at .25, with an additional \$5 million allocated to BLS/MIH in 2026. The funding formula will be updated to a 60/40 split, with a CPI + 1% inflator for the duration of the levy.

**USAR Deployment:**

On Sunday October 6th, WATF-1 mobilized a Type 1 Task Force (80 people) to Florida to assist with search and rescue efforts and preposition with the expectation that Hurricane Milton will reach landfall Wednesday. The Team is constructed to be self-sufficient for 72 hours (food, water, sheltering, medical, communications, transportation, and equipment). WATF-1 brings the following:

- Command section
- Search section with technical equipment and dogs
- Rescue section including a structural engineer, technical rescue equipment for breaching, breaking, and shoring of structures for rescue of viable people
- Medical section including two team doctors and paramedics to support Team members and provide some care to the community (not intended to establish a field medical center)
- Planning section for tracking and documenting incident events and assignments specific to WATF-1. This section also liaisons with other federal resources and local responders and community.

- Water Rescue section that includes boats and Swiftwater trained people so search and rescue efforts can be continued in areas that are flooded or have moving water
- Logistics Section provides a pivotal support function from driving the Team across country to coordinating lodging and ensure the Team has all the equipment and supplies to perform the task at hand.

EF&R has nine USAR members; on October 6, BC Shawn Matheson (Search Team Manager) and Lt Alec Munro (Rescue Specialist) deployed with the Team for up to 14 days.

### **Hometown Hero Luncheon:**

On November 21, EF&R will be hosting the Woodinville Chamber Hometown Hero Luncheon at Station 31. Funds raised will again go to support the annual Woodinville Shop With a Cop event.

### **Recruit Firefighter Updates:**

On Friday, DC Doug McDonald attended the first round of evaluations for EF&R's 9 recruits attending the SKCFTC academy. I am happy to report that all recruits are progressing well, and we look forward to seeing them graduate on January 22, 2025. I'll share the time and location of the graduation once available, and you are welcome to attend.

### **Entry-Level Firefighter Interviews:**

Last week marked the conclusion of EF&R's entry-level firefighter interview process, which began with speed interviews. Staff conducted 379 in-person interviews and 48 virtual interviews. The final eligibility list of 20 will be used to fill planned vacancies, with anticipated hire dates in mid-January 2025 and their academy starting on January 28. A huge thank you to our incredible Human Resources Team for their outstanding work in this ongoing recruitment effort!

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**Woodinville Fire & Rescue  
Revenue and Expenditure Report  
August 2024**

**COMMENTS**

**Expense Fund**

**Revenue**

At the end of August, we have received about 54 percent of our property tax and fire benefit charge revenue. We have also received the EMS levy funds.

**Expenditures**

Expenses are showing over budget due to an extra \$1M being transferred into the Reserve Fund.

**Other Information**

The 2024 budget includes a transfer of \$500,000 to the Reserve Fund; this transfer was made in June. The Board may decide to transfer to a portion of Reserves back into the Expense Fund to be used to reduce the 2025 revenue collection.

**Woodinville Fire & Rescue**  
**Cash/Investment Balances by Fund**  
For the month ended August 31, 2024

Line #		Expense Fund	Benefit Charge Fund	Capital Project Fund	Reserve Fund	Benefit Liability Reserve Fund	Total All Funds
1	August 31, 2024	\$4,735,863	\$0	\$228,361	\$18,120,821	\$832,747	<b>\$23,917,793</b>
2							
3	December 31, 2023	\$8,237,963	\$0	\$483,721	\$16,644,923	\$870,464	<b>\$26,237,070</b>
4							
5	Dollar Increase (Decrease)	<u>(\$3,502,099)</u>	<u>\$0</u>	<u>(\$255,359)</u>	<u>\$1,475,899</u>	<u>(\$37,718)</u>	<u>(\$2,319,278)</u>
6							
8							
9	<i>For historical reference, 2019 through 2022 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, 2022	\$8,050,506	\$0	\$510,719	\$15,640,322	\$909,125	<b>\$25,110,672</b>
13							
14	December 31, 2021	\$6,945,153	\$0	\$754,078	\$15,835,811	\$1,310,365	<b>\$24,845,407</b>
15							
16	December 31, 2020	\$7,053,049	\$0	\$771,758	\$13,774,558	\$1,957,859	<b>\$23,557,224</b>
17							
18	December 31, 2019	\$7,356,347	\$0	\$2,399	\$11,224,084	\$1,190,213	<b>\$19,773,042</b>

**Woodinville Fire & Rescue**  
**Revenue and Expense Report**  
For the month ended August 31, 2024

% of Budget Time Remaining

33.3%

Line #	August 2024 Actuals	2024 Annual Budget	2024 YTD Actual	Remaining Dollars	% of Total Remaining	
1						
2	<b>Cash Balance - Beginning of Year</b>		<b>8,237,963</b>			
3						
4	<b>Revenue</b>					
5	Property Taxes	46,006	9,414,691	5,086,843	4,327,848	46.0%
6	King County EMS Levy Revenue	767,660	735,921	885,244	(149,323)	-20.3%
7	Permit/Plan Review Revenue	16,150	0	58,680	(58,680)	0.0%
8	Miscellaneous Other	32,025	100,000	311,642	(211,642)	-211.6%
9	<b>Interfund Transfers IN</b>			0		
10	Benefit Charge Fund	22,898	5,121,560	2,748,472	2,373,088	46.3%
11	Reserve Fund	0	0	0	0	
12	Benefit Liability Reserve Fund	0	0	0	0	
13	<b>Total Revenue</b>	<b>884,739</b>	<b>15,372,172</b>	<b>9,090,881</b>	<b>6,281,291</b>	<b>40.9%</b>
14						
15	<b>Total Resources (Beginning Cash + Revenue)</b>		<b>17,328,843</b>			
16						
17	<b>Expenditures</b>					
18	Salaries & Wages	0	10,000	2,246	7,754	77.5%
19	Benefits	896	13,000	6,520	6,480	49.8%
20	Office & Operating Supplies	0	40,275	8,138	32,137	79.8%
21	Professional Services	2,585,904	14,798,747	10,960,205	3,838,542	25.9%
22	Travel	0	1,800	0	1,800	100.0%
23	Training & Education	0	9,300	6,350	2,950	31.7%
24	Advertising	0	1,100	0	1,100	100.0%
25	Insurance (Buildings/Apparatus)	0	6,500	0	6,500	100.0%
26	Miscellaneous Other	3,398	27,000	8,243	18,757	69.5%
27	Intergovernmental Services	(587)	135,000	98,674	36,326	26.9%
28	<b>Sub-Total (excluding Intrafund Transfers)</b>	<b>2,589,611</b>	<b>15,042,722</b>	<b>11,090,376</b>	<b>3,952,346</b>	<b>26.3%</b>
29						



**Woodinville Fire & Rescue**  
**Revenue and Expense Report**  
 For the month ended August 31, 2024

% of Budget Time Remaining

33.3%

Line #	August 2024 Actuals	2024 Annual Budget	2024 YTD Actual	Remaining Dollars	% of Total Remaining
30	<b>Interfund Transfers OUT</b>				
31	1,546	0	2,604	(2,604)	
32	0	0	0	0	
33	0	0	0	0	
34	0	0	1,500,000	(1,500,000)	
35	<b>2,591,157</b>	<b>15,042,722</b>	<b>12,592,980</b>	<b>2,449,742</b>	<b>16.29%</b>
36					
37	<b>End Fund Balance - August 2024</b>		<b>4,735,863</b>		



# Special District Voucher Approval Document

2024-26

KC v2.0

Scheduled Payment Date: 09/11/2024  
Total Amount: \$4,316.50  
Control Total: 1  
Payment Method: WARRANT

District Name: Woodinville Fire & Rescue  
File Name: AP\_WDNVLFIR\_APSUPINV\_20240909150519.csv  
Fund #: 100366010

### 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>	<u>10/08/24</u>	<u>/s/ Roger Collins</u>	<u>10/08/24</u>
Authorized District Signature	Date	Authorized District Signature	Date
<u>/s/ Doug Halbert</u>	<u>10/08/24</u>	<u>/s/ Mike Millman</u>	<u>10/08/24</u>
Authorized District Signature	Date	Authorized District Signature	Date
<u>/s/ Anjela Barton</u>	<u>10/08/24</u>	<i>Lean S Montegay</i>	<u>9/9/24</u>
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\_20240909150519.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
TCA ARCHITECTURE PLANNING INC			240904001	09/11/2024	\$4,316.50	24-Sep

**ACCOUNTS PAYABLE**

Woodinville Fire & Rescue

Time: 14:07:58 Date: 09/09/2024

As Of: 09/11/2024

Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
<b>20310</b>	<b>08/28/2024</b>	<b>09/11/2024</b>	<b>1124</b>	<b>TCA ARCHITECTURE PLANNING INC</b>	<b>4,316.50 TCA Invoice 8303; Sta 33 bidding and permitting</b>
594 22 61	10-33 Station 33 Remodel/Repa		002 000 594 Reserve Fund (1	4,316.50	TCA Invoice 8303; Sta 33 bidding and permitting
Report Total:				4,316.50	
Fund					
002 Reserve Fund (10-036-6010)				4,316.50	

This report has been reviewed by:

Signature: *Jean S Montgomery*  
Fire Chief/Chief Administrative Officer

Date: 9/9/24



# Special District Voucher Approval Document

2024-27

KC v2.0

Scheduled Payment Date: 09/25/2024

Total Amount: \$4,762.14

Control Total: 3

Payment Method: WARRANT

District Name: Woodinville Fire & Rescue

File Name: AP\_WDNVLFIR\_APSUPINV\_20240919112013.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>	<u>10/08/24</u>	<u>/s/ Roger Collins</u>	<u>10/08/24</u>
Authorized District Signature	Date	Authorized District Signature	Date
<u>/s/ Doug Halbert</u>	<u>10/08/24</u>	<u>/s/ Mike Millman</u>	<u>10/08/24</u>
Authorized District Signature	Date	Authorized District Signature	Date
<u>/s/ Anjela Barton</u>	<u>10/08/24</u>	<u>Jan S Montegay</u>	<u>9/19/24</u>
Authorized District Signature	Date	Authorized District Signature	Date

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401 5th Avenue, Room 323  
Seattle, WA 98104

Email: SpecialDist.AP@kingcounty.gov  
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Date Processed: \_\_\_\_\_



# Special District Voucher Approval Document

District Name: Woodinville Fire & Rescue

File Name: AP\_WDNVLFIR\_APSUPINV\_20240919112013.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
GARY HEUSLEIN			240905001	09/25/2024	\$174.70	1-Oct
IAFF HEALTH & WELLNESS TRUST			240905002	09/25/2024	\$353.44	11111
VFIS			240905003	09/25/2024	\$4,234.00	343451130

## ACCOUNTS PAYABLE

Woodinville Fire & Rescue

Time: 10:52:46 Date: 09/19/2024

As Of: 09/25/2024

Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo	
<b>20312</b>	<b>09/19/2024</b>	<b>09/25/2024</b>	<b>355</b>	<b>GARY HEUSLEIN</b>	<b>174.70</b>	<b>OCTOBER 2024; Annual PO for Medicare Reimbursement (\$174.70/mo)</b>
	522 10 22 30-01	LEOFF 1 - Medicare/Med	001 000 522	General Expense	174.70	Annual PO for Medicare Reimbursement (\$174.70/mo)
<b>20313</b>	<b>09/19/2024</b>	<b>09/25/2024</b>	<b>1237</b>	<b>IAFF HEALTH &amp; WELLNESS TRUST</b>	<b>353.44</b>	<b>LEOFF 1 Medical Premium for October 2024</b>
	522 10 22 30-01	LEOFF 1 - Medicare/Med	001 000 522	General Expense	353.44	LEOFF 1 Medical Premium for October 2024
<b>20314</b>	<b>09/06/2024</b>	<b>09/25/2024</b>	<b>914</b>	<b>VFIS</b>	<b>4,234.00</b>	<b>Liability insurance policy premium 2024-2025</b>
	522 10 46 10-01	Insurance - Bldgs/Appart	001 000 522	General Expense	4,234.00	Liability insurance policy premium 2024-2025
Report Total:					4,762.14	
Fund						
001 General Expense Fund (10-036-0010)					4,762.14	

This report has been reviewed by:

Signature: *Joan S. Montegary*  
 Fire Chief/Chief Administrative Officer

Date: 9/19/24



# Special District Voucher Approval Document

2024-25

KC v2.0

Scheduled Payment Date: 09/11/2024  
 Total Amount: \$7,675.00  
 Control Total: 1  
 Payment Method: WARRANT

District Name: Woodinville Fire & Rescue  
 File Name: AP\_WDNVLFIR\_APSUPINV\_20240909145450.csv  
 Fund #: 100360010

**CONTACT INFORMATION**

Preparer's Name: Emily J. Bronberg-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>	<u>10/08/24</u>	<u>/s/ Roger Collins</u>	<u>10/08/24</u>
Authorized District Signature	Date	Authorized District Signature	Date
<u>/s/ Doug Halbert</u>	<u>10/08/24</u>	<u>/s/ Mike Millman</u>	<u>10/08/24</u>
Authorized District Signature	Date	Authorized District Signature	Date
<u>/s/ Anjela Barton</u>	<u>10/08/24</u>	<u>Jean S. Montegary</u>	<u>9/9/24</u>
Authorized District Signature	Date	Authorized District Signature	Date

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# Special District Voucher Approval Document

District Name: Woodinville Fire & Rescue

File Name: AP\_WDNVLFIR\_APSUPINV\_20240909145450.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
INTERFACE SYSTEMS LLC			240903001	09/11/2024	\$7,675.00	1-Sep

# ACCOUNTS PAYABLE

Woodinville Fire & Rescue

Time: 14:39:26 Date: 09/09/2024  
Page: 1

As Of: 09/11/2024

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
<b>20311</b>	<b>09/03/2024</b>	<b>09/11/2024</b>	<b>425</b>	<b>INTERFACE SYSTEMS, LLC</b>	<b>7,675.00 2025 FBC first billing</b>
522 10 41 40-01	Contract - FBC Calculatio		001 000 522 General Expense	7,675.00	2025 FBC first billing

Report Total: 7,675.00

Fund	
001 General Expense Fund (10-036-0010)	7,675.00

This report has been reviewed by:

Signature: *Sean S. Montegary*  
Fire Chief/Chief Administrative Officer

Date: 9/9/24