



**Woodinville Fire & Rescue**

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

**Tuesday, March 12, 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,,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 [PublicComment@esf-r.org](mailto:PublicComment@esf-r.org) at least one hour prior to start of meeting. Please limit comments to three minutes.)

**Board Business Items**

1. Fire Benefit Charge Appeals Hearing; Staff Report 24-001 – 2024 Benefit Charge Appeals
2. Discussion: TIF Funding
3. Discussion: City of Woodinville Code Adoption 2024
4. Fire Chief Briefing
5. Consent Agenda
  - a. Approval of Minutes from the February 13, 2024, Regular Meeting
  - b. Approval of Capital and General Vouchers
6. Reports and Requests from the Commissioners/Good of the Order
7. Adjournment

# Woodinville Fire & Rescue



## M E M O R A N D U M

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DATE: March 12, 2024

TO: Roger Collins, Chair  
Board of Fire Commissioners

FROM: Joan Montegary, Finance Director *JSM*

SUBJECT: **Staff Report 24-001**  
**2024 Benefit Charge Appeals – Staff Recommendations**

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### **Background**

In addition to the expected telephone inquiries, the District received six petitions appealing the 2024 Fire Benefit Charge. Staff reviewed each appeal, investigated the merits, and validated the basis of each appeal to make a recommendation to the Board of Fire Commissioners.

The attached spreadsheet provides a synopsis of each of the six appeals and staff's recommendations.

### **Recommendations**

Staff recommends that the Board approve four appeals and deny two appeals as per the attached document. Upon Board action, letters will be sent to each of the appealing citizens.

/jsm

*Attachment*

### **PROPOSED MOTION**

I move that the Board of Fire Commissioners accept Staff's recommendations to approve and deny the appeals as presented. I further move that the Board authorize the Board Chair to sign the letters prepared and presented by Staff.

**Woodinville Fire & Rescue**  
**2024 Benefit Charge Appeals**

Petition #	Parcel #	City	Zip	Notes	Approve/ Deny	SQ FT	Current FBC	New FBC
24-01	0962069012	WNVL	98077-9265	Should have \$0 charge; no buildings on property. Database error.	Approve.	0	\$169.62	\$0.00
24-02	1026059182	WNVL	98072-9223	Sprinkler discount and square footage. Sprinkler discount <i>is</i> applied and the square footage is correct.	Deny square footage adjustment; it is correct at 4820 (customer did not include the garage); confirmed that sprinkler discount was given.	4820	\$267.17	N/A
24-03	2738600170	WNVL	98072-8711	Square footage; claims it is 2800, not 3280. Per KC records, it is 3280 with garage.	Deny square footage adjustment; it is correct at 3280 (customer did not include the garage).	3280	\$314.84	N/A
24-04	0126059328 s/b 0126059011	WNVL	98072-8439	Parcel numbers, addresses, and ownership are mixed up in KC's database. Referred customer to KC Customer Service. His square footage is 4410; he has a sprinkler system; proof provided.	Approve sprinkler discount on house only (3280); garage not sprinklered (1130 sq ft).	4410; 3280 with sprinkler	\$365.07	\$283.61
24-05	1026069178	WNVL	98077-7529	Sprinkler discount.	Approve sprinkler discount; proof provided.	5730	\$416.14	\$291.30
24-06	0247850010	WNVL	98072-9083	Sprinkler discount and square footage. Commercial property; customer initially counted only one of two buildings for sq ftg. States that espresso stand is not a permanent building (see photo). The two other buildings have sprinklers.	Approve sprinkler discount; proof provided. Approve adjustment to square footage to exclude espresso stand (100 sq ft).	11545; down from 11645	\$2,532.11	\$1,764.85

**Appeal 24-06**  
**Espresso Stand**



**WOODINVILLE FIRE & RESCUE**  
**Tuesday, February 13, 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**

Deputy Chief Doug McDonald  
Board Secretary Nicole Frisch  
Deputy Director Pam Bryson  
Finance Director Joan Montegary

**Consideration and Approval of Agenda in Content and Order**

***MOTION:*** Commissioner Millman moved to approve the agenda as amended. The motion was seconded by Commissioner Barton. The motion passed, 4-0.

**Public Comment**

None.

**1. Budget Forecast (attached hereto):**

Director Montegary presented the Budget Forecast as attached hereto. Discussion ensued.

Commissioner van Veen joined the meeting at 5:13 p.m.

Board Secretary Frisch will add a discussion on TIF Funding to the agenda for the March regular meeting.

**2. Code Adoption – City of Woodinville:**

Commissioner Barton requested that a discussion on the City of Woodinville's 2024 fire code adoption be added to the agenda for the March regular meeting.

**3. Fire Chief Briefing**

Deputy Chief McDonald provided the Fire Chief Briefing as attached hereto. Discussion ensued.

**4. Consent Agenda (attached hereto)**

- a. Approval of meeting minutes from the January 16, 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 van Veen. The motion passed, 5-0.*

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

Commissioner Halbert reported that he saw a social media post wherein Eastside Fire & Rescue personnel were participating in a training at SeaTac airport. In response to his question, DC McDonald reported that the technical rope rescue training conducted at the Delta Airlines hangar was provided by the South King County Fire Training Consortium and was done on duty. He noted that trainings are coordinated to ensure adequate coverage for the service area while rigs and personnel are out of area, and that EF&R does not bring in an overtime crew to backfill.

Commissioner Barton reported that she attended the recent SKCFTC Firefighter graduation ceremony. She noted that it was an impressive group of graduates and extended gratitude to the officers in the organization who helped to get them ready and out on the street serving the communities.

Commissioner van Veen reported that he will miss the May regular meeting. Board Secretary Frisch will add a discussion about future meeting dates to the March regular meeting.

#### **6. Adjournment**

**Board Chair Collins adjourned the meeting at 5:34 p.m.**

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Nicole Frisch, Board Secretary

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Derek van Veen, Commissioner, Position 1

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Doug Halbert, Commissioner, Position 2

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Anjela Barton, Commissioner, Position 3

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Mike Millman, Commissioner, Position 4

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Roger Collins, Commissioner, Position 5

Pending Approval



# Special District Voucher Approval Document

2024-06

KC v2.0

Scheduled Payment Date: 02/21/2024

Total Amount: \$174.70

Control Total: 1

Payment Method: WARRANT

District Name: Woodinville Fire & Rescue

File Name: AP\_WDNVLFIR\_APSUPINV\_20240215143349.csv

Fund #: 100360010

## CONTACT INFORMATION

Preparer's Name:

*Eliza B. Ruiz*

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

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

*Joan S. Montegary* 2/15/24

## 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\_20240215143349.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
GARY HEUSLEIN			240203001	02/21/2024	\$174.70	24-Mar

## ACCOUNTS PAYABLE

Woodinville Fire & Rescue

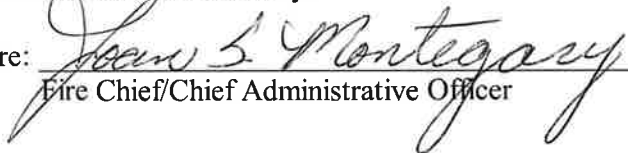
As Of: 02/21/2024

Time: 14:17:02 Date: 02/15/2024

Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
20275	02/21/2024	02/21/2024	355 GARY HEUSLEIN	174.70	MARCH 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					
001 General Expense Fund (10-036-0010)				174.70	

This report has been reviewed by:

Signature:   
Fire Chief/Chief Administrative Officer

Date: 2/15/24



# Special District Voucher Approval Document

2024-05

KC v2.0

Scheduled Payment Date: 02/21/2024

Total Amount: \$24,087.68

Control Total: 1

Payment Method: WARRANT

District Name: Woodinville Fire & Rescue

File Name: AP\_WDNVLFIR\_APSUPINV\_20240215143100.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)) :

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

2/15/24

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Date Processed: \_\_\_\_\_



## Special District Voucher Approval Document

KC v2.0

**District Name:** Woodinville Fire & Rescue

**File Name:** AP\_WDNVLFIR\_APSUPINV\_20240215143100.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
MCKINSTRY CO LLC			240202001	02/21/2024	\$24,087.68	10239260

ACCOUNTS PAYABLE

Woodinville Fire & Rescue

Time: 14:14:44 Date: 02/15/2024

As Of: 02/21/2024

Page: 1

Accts					
Pay #	Received	Date Due	Vendor	Amount	Memo
20274	02/06/2024	02/21/2024	549		
			MCKINSTRY CO LLC	24,087.68	Replace Sta 31 Gas Furnace and Condensing Unit
	594 22 64 10-99	Capital Expense - Not Sp	301 000 594 Capital Projects	24,087.68	Replace Sta 31 Gas Furnace and Condensing Unit
Report Total:				24,087.68	
		Fund			
		301 Capital Projects Fund (10-036-3020)		24,087.68	

This report has been reviewed by:

Signature: Joan S. Montigary  
Fire Chief/Chief Administrative Officer

Date: 2/15/24



# Special District Voucher Approval Document

KC v2.0

**Scheduled Payment Date:** 03/06/2024

**Total Amount:** \$6,331.12

**Control Total:** 2

**Payment Method:** WARRANT

**District Name:** Woodinville Fire & Rescue

**File Name:** AP\_WDNVLFIR\_APSUPINV\_20240229145822.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

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Joan S. Montegary 2-29-24

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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\_20240229145822.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
IAFF HEALTH & WELLNESS TRUST			240301001	03/06/2024	\$331.12	38786
WA FIRE COMMISSIONERS ASSOC			240301002	03/06/2024	\$6,000.00	30001407

## ACCOUNTS PAYABLE

Woodinville Fire & Rescue

As Of: 03/06/2024

Time: 12:13:17 Date: 02/29/2024

Page: 1

Accts

Pay #	Received	Date Due	Vendor	Amount	Memo
20277	02/19/2024	03/06/2024	1237 IAFF HEALTH & WELLNESS TRUST	331.12	LEOFF 1 Medical Premium for March 2024
	522 10 22 30-01	LEOFF 1 - Medicare/Med	001 000 522 General Expense	331.12	LEOFF 1 Medical Premium for March 2024
20276	12/18/2023	03/06/2024	4924 WA FIRE COMMISSIONERS ASSOC	6,000.00	Annual WA Fire Commissioners Fee
	522 11 49 20-01	Dues / Subscriptions BoF	001 000 522 General Expense	6,000.00	Annual WA Fire Commissioners Fee
Report Total:				6,331.12	
Fund					
001 General Expense Fund (10-036-0010)				6,331.12	

This report has been reviewed by:

Signature:   
Fire Chief/Chief Administrative Officer

Date: 2/29/24