



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](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 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. Station 35 Kitchen Remodel Discussion; Staff Report 24-002 Budget Increase
3. Discussion: TIF Funding
4. Discussion: City of Woodinville Code Adoption 2024
5. Fire Chief Briefing
6. Consent Agenda
 - a. Approval of Minutes from the February 13, 2024, Regular Meeting
 - b. Approval of Capital and General Vouchers
7. Reports and Requests from the Commissioners/Good of the Order
8. Adjournment

Woodinville Fire & Rescue



M E M O R A N D U M

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

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



M E M O R A N D U M

DATE: March 12, 2024
TO: Roger Collins, Chair
Board of Fire Commissioners
FROM: Wendy Moffatt, Deputy Chief of Logistics
SUBJECT: **Staff Report 24-002 - Station 35 Kitchen Remodel**

Background

During the June 2023 regular meeting the Board approved up to \$400,000 for the kitchen/dayroom remodel at Station 35.

The original estimate for the project neglected to include the cost associated with providing per diem to the crews for meals while they were displaced during the remodeling. Additionally, we anticipate one final invoice from the contractor that should be no more than \$2,500.

Fiscal Impact

The anticipated fiscal impact is an increase to the project budget by \$15,000.00 to no more than \$415,000.

Recommendations

Staff recommends that the Board of Fire Commissioners authorize staff to move forward with closing out the remodel project at Station 35 and completing the project for a total budget not to exceed \$415,000.

PROPOSED MOTION

I move that the Board of Fire Commissioners authorize an increase to the budget for the remodel at Station 35 for a total budget not to exceed \$415,000.

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.

Nicole Frisch, Board Secretary

Derek van Veen, Commissioner, Position 1

Doug Halbert, Commissioner, Position 2

Anjela Barton, Commissioner, Position 3

Mike Millman, Commissioner, Position 4

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:

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

Authorized District Signature Date 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

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

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

As Of: 02/21/2024

Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
20275	02/21/2024	02/21/2024	355	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:

Jean S. Montegary
Fire Chief/Chief Administrative Officer

Date:

2/15/24



Special District Voucher Approval Document

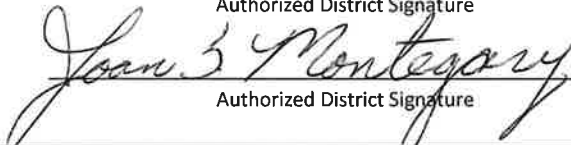
2024-05

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: <u></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)) :		
_____	_____	_____
Authorized District Signature	Date	Authorized District Signature
_____	_____	_____
Authorized District Signature	Date	Authorized District Signature
_____	_____	<u></u>
Authorized District Signature	Date	2/15/24
_____	_____	_____
Authorized District Signature	Date	Authorized District Signature

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_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	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	Amount
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

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: <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)) :		
_____	_____	_____
Authorized District Signature	Date	Authorized District Signature
_____	_____	_____
Authorized District Signature	Date	Authorized District Signature
_____	_____	<u>Joan S. Montegary</u> <u>2-29-24</u>
Authorized District Signature	Date	Authorized District Signature

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_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

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

As Of: 03/06/2024

Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
20277	02/19/2024	03/06/2024	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	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:				<u>6,331.12</u>	

Fund	
001 General Expense Fund (10-036-0010)	6,331.12

This report has been reviewed by:

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

Date: 2/29/24