



Woodinville Fire & Rescue Board of Commissioners
Regular Meeting Agenda
 January 14, 2025, at 5:00 p.m.
 Station 31 – 17718 Woodinville-Snohomish Road NE, Woodinville WA 98072

You may join the meeting in person at the above address, or using the below virtual option:

[Click here to join the meeting](#)

To listen live, dial [+1 509-931-1382](tel:+15099311382), [287103346#](tel:+1287103346)
 Phone Conference ID: 287 103 346#

Written Comment: Written public comment will be accepted until 1:00 p.m. on the day of the meeting. Submit your written comments via email to the Board Secretary at publiccomment@esf-r.org.

Verbal Comment: Up to three (3) minutes of verbal public comment may be provided per person live during the meeting.

CALL TO ORDER, FLAG SALUTE, AND ROLL CALL

CONSIDERATION AND APPROVAL OF AGENDA IN CONTENT AND ORDER

PUBLIC COMMENT

NOMINATION / ELECTION OF BOARD OFFICERS

APPOINTMENTS TO STANDING COMMITTEES Page 3

- 1. CONSENT AGENDA (*for approval*)
 - 1.1. Minutes – Regular Board Meeting Minutes Page 4
 - 1.2. General Vouchers Page 7

2. REVENUE AND EXPENSE REPORT Page 10

3. FIRE CHIEF BRIEFING

- 4. REGULAR BUSINESS
 - 3.1 Staff Report WFR-2025-01 (Fire Benefit Charge Renewal) Page 14
 - 3.2 Staff Report WFR-2025-02 (Station 31 Cell Tower) Page 17

5. GOOD OF THE ORDER

6. ADJOURN MEETING

Meeting Calendar	Date / Time	Location
D10 Board of Commissioners	January 2, 2025, at 4:00 p.m.	Headquarters
KCFD 45 Board of Commissioners	January 8, 2025, at 4:00 p.m.	Station 166
EF&R Warrant Review (D38)	January 9, 2025 (<i>Schedule w/ ap@esf-r.org</i>)	Headquarters
EF&R Board of Directors	January 9, 2025, at 4:00 p.m.	Headquarters
WF&R Board of Commissioners	January 14, 2025, at 5:00 p.m.	Station 31
D38 Board of Commissioners	January 21, 2025, at 4:00 p.m.	Station 87
Issaquah City Council	1 st and 3 rd Mondays at 7:00 p.m.	
Sammamish City Council	1 st and 3 rd Tuesdays at 6:30 p.m.	
Carnation City Council	1 st and 3 rd Tuesdays at 7:00 p.m.	
North Bend City Council	1 st and 3 rd Tuesdays at 7:00 p.m.	
Mercer Island City Council	1 st and 3 rd Tuesdays at 5:00 p.m.	



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

Tuesday, December 10, 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 Collins
Commissioner van Veen
Commissioner Halbert
Commissioner Millman

Staff

Fire Chief Ben Lane
Board Secretary Nicole Frisch
Assistant Chief Will Aho
Deputy Director Jamie Formisano
Deputy Chief Greg Garat
Deputy Chief Doug McDonald
Finance Director Joan Montegary

Absent

Commissioner Barton - excused

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, 4-0.

Public Comment

None.

1. Staff Report 24-007 – ILA for Fire Marshal Services (attached hereto)

Chief Lane presented the Staff Report as attached hereto.

2. 2025 Meeting Schedule

Board Chair Collins proposed meeting in person at Station 31 on January 14, 2025, April 15, 2025, June 10, 2025, and September 9, 2025, with the rest of the year's meetings held virtually. Additionally, there will be no meeting in August, and the November meeting will be held on November 4 instead of November 11 due to the Veteran's Day holiday. Discussion ensued. The Board agreed and adopted the proposed 2025 meeting schedule by acclimation.

3. Fire Benefit Charge Discussion (attached hereto)

Chief Lane presented the memo as attached hereto. Discussion ensued. The Fire Benefit Charge renewal will be added to the January 14, 2025 regular meeting agenda.

4. Fire Chief Briefing

Chief Lane provided the Fire Chief Briefing as attached hereto.

5. Consent Agenda (attached hereto)

- a. Approval of meeting minutes from the November 12, 2024 regular meeting
- b. Approval of Vouchers

***MOTION:** Commissioner Halbert moved that the Board of Fire Commissioners approve the Consent Agenda as presented. The motion was seconded by Commissioner van Veen. The motion passed, 4-0.*

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

Commissioners Halbert and van Veen expressed gratitude for the work of EF&R personnel during the recent wind event.

Commissioner Millman reported that Chaplain Dunn was honored during the recent Woodinville Chamber of Commerce Hometown Heroes event. He noted that it was nice to see her honored for her work.

Commissioner Collins reported that he completed the initial interview with the State Auditor's Office. He noted that he was happy to share no concerns and thanked Director Montegary and EF&R staff for their great work with the budget.

Deputy Chief McDonald reported that he has officially submitted his retirement letter effective June 16, 2025 after 40 years in the fire service.

7. Adjournment

Board Chair Collins adjourned the meeting at 5:39 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



Special District Voucher Approval Document

2024-32

KC v2.0

Scheduled Payment Date: 12/18/2024

Total Amount: \$8,696.00

Control Total: 3

Payment Method: WARRANT

District Name: Woodinville Fire & Rescue

File Name: AP_WDNVLFIR_APSUPINV_20241212082249.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	<u>Joan S. Montegay</u>	<u>12/12/24</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_20241212082249.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
STATE AUDITOR'S OFFICE			241201001	12/18/2024	\$6,955.00	L165247
UL LLC			241201002	12/18/2024	\$1,195.00	#####
US BANK CORPORATE PAYMENT SYSTEMS			241201003	12/18/2024	\$546.00	5682-3

ACCOUNTS PAYABLE

Woodinville Fire & Rescue

As Of: 12/18/2024

Time: 07:37:37 Date: 12/12/2024

Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
20325	12/11/2024	12/18/2024	STATE AUDITOR'S OFFICE	6,955.00	2022-2023 Audit; Invoice L165247
	522 10 41	10-11 Intergov Prof Svcs- State	001 000 522 General Expense	6,955.00	2022-2023 Audit; Invoice L165247
20326	09/30/2021	12/18/2024	UL LLC	1,195.00	NFPA 1911 Annual Aerial Inspection (2021)
	522 10 49	80-01 Unexpected Costs	001 000 522 General Expense	1,195.00	NFPA 1911 Annual Aerial Inspection (2021)
20327	11/14/2024	12/18/2024	US BANK CORPORATE PAYMENT SYSTEMS	546.00	EASTSIDE MEDIA CORPS - NOTICE OF PUBLIC HEARING (2025 BUDGET & FBC)
	522 10 44	10-02 Advertising - Legal (Publi	001 000 522 General Expense	546.00	EASTSIDE MEDIA CORPS - NOTICE OF PUBLIC HEARING (2025 BUDGET & FBC)

Report Total: 8,696.00

Fund	Amount
001 General Expense Fund (10-036-0010)	8,696.00

This report has been reviewed by:

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

Date: 12/12/2024

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

COMMENTS

Expense Fund

Revenue

At the end of November, we have received about 99.46 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 Board adopted the 2025 budget on November 12, 2024 and the requisite documents were sent to King County on November 14, 2024.

Woodinville Fire & Rescue
Cash/Investment Balances by Fund
For the month ended November 30, 2024

Line #		Expense Fund	Benefit Charge Fund	Capital Project Fund	Reserve Fund	Benefit Liability Reserve Fund	Total All Funds
1	November 30, 2024	\$8,320,064	\$0	\$231,383	\$18,282,357	\$681,149	\$27,514,953
2							
3	December 31, 2023	\$8,237,963	\$0	\$483,721	\$16,644,923	\$870,464	\$26,237,070
4							
5	Dollar Increase (Decrease)	<u>\$82,102</u>	<u>\$0</u>	<u>(\$252,337)</u>	<u>\$1,637,434</u>	<u>(\$189,316)</u>	<u>\$1,277,883</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	\$25,110,672
13							
14	December 31, 2021	\$6,945,153	\$0	\$754,078	\$15,835,811	\$1,310,365	\$24,845,407
15							
16	December 31, 2020	\$7,053,049	\$0	\$771,758	\$13,774,558	\$1,957,859	\$23,557,224
17							
18	December 31, 2019	\$7,356,347	\$0	\$2,399	\$11,224,084	\$1,190,213	\$19,773,042

Woodinville Fire & Rescue
Revenue and Expense Report
For the month ended November 30, 2024

% of Budget Time Remaining

8.3%

Line #	November 2024 Actuals	2024 Annual Budget	2024 YTD Actual	Remaining Dollars	% of Total Remaining
1					
2	Cash Balance - Beginning of Year		8,237,963		
3					
4	Revenue				
5	Property Taxes	431,903	9,414,691	9,355,577	59,114 0.6%
6	King County EMS Levy Revenue	2,718	735,921	919,700	(183,779) -25.0%
7	Permit/Plan Review Revenue	376,782	0	435,462	(435,462) 0.0%
8	Miscellaneous Other	38,817	100,000	389,112	(289,112) -289.1%
9	Interfund Transfers IN			0	
10	Benefit Charge Fund	212,931	5,121,560	5,098,231	23,329 0.5%
11	Reserve Fund	0	0	0	
12	Benefit Liability Reserve Fund	0	0	160,000	(160,000)
13	Total Revenue	1,063,151	15,372,172	16,358,082	(985,910) -6.4%
14					
15	Total Resources (Beginning Cash + Revenue)		24,596,045		
16					
17	Expenditures				
18	Salaries & Wages	0	10,000	3,088	6,912 69.1%
19	Benefits	528	13,000	8,172	4,828 37.1%
20	Office & Operating Supplies	0	40,275	20,071	20,205 50.2%
21	Professional Services	1,193,367	14,798,747	14,609,512	189,235 1.3%
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	4,234	2,266 34.9%
26	Miscellaneous Other	0	27,000	9,217	17,783 65.9%
27	Intergovernmental Services	2,333	135,000	112,523	22,477 16.6%
28	Sub-Total (excluding Intrafund Transfers)	1,196,228	15,042,722	14,773,166	269,556 1.8%
29					

Woodinville Fire & Rescue
Revenue and Expense Report
 For the month ended November 30, 2024

% of Budget Time Remaining

8.3%

Line #	November 2024 Actuals	2024 Annual Budget	2024 YTD Actual	Remaining Dollars	% of Total Remaining
30	Interfund Transfers OUT				
31	0	0	2,814	(2,814)	
32	0	0	0	0	
33	0	0	0	0	
34	0	0	1,500,000	(1,500,000)	
35	1,196,228	15,042,722	16,275,980	(1,233,258)	-8.20%
36					
37	End Fund Balance - November 2024		8,320,064		

Woodinville Fire & Rescue

M E M O R A N D U M



DATE: January 14, 2025
TO: Roger Collins, Board Chair
Board of Fire Commissioners
FROM: Ben Lane, Fire Chief
SUBJECT: **Staff Report WFR-2025-01**
Subject: Fire Benefit Charge Renewal

Background

The Fire Benefit Charge (FBC) is a calculation based on the total square footage of buildings, garages, shops, barns, and other structures in the District as well as the type of use of the property. Unlike property taxes based on assessed value, the FBC more closely approximates the fire risk to property and the service required in the event of an emergency.

Woodinville Fire & Rescue has utilized the FBC since its initial approval by voters in 1989. The FBC has been renewed by voters in six-year intervals since then, with the most recent FBC, approved in April of 2019, set to expire at the end of 2025.

Staff has reached out to Liz Loomis Public Affairs on behalf of both Woodinville Fire & Rescue and KCFD 45 for guidance during the ballot measure process. The KCFD 45 Board of Fire Commissioners approved their half of the contract during their regular meeting on January 8, 2025.

Fiscal Impact

Not to exceed \$24,000

Recommendations

Move to authorize Chief Lane to enter into an agreement with Liz Loomis Public Affairs on behalf of Woodinville Fire & Rescue.

Exhibits

- 1) Liz Loomis Public Affairs contract

COMMUNICATIONS CONSULTING AGREEMENT

This agreement is made by and between Eastside Fire & Rescue (Client), whose address is 175 Newport Way Northwest, Issaquah, WA 98027; and, EASL, Incorporated (dba Liz Loomis Public Affairs), whose address is P.O. Box 2451, Snohomish WA 98291 (“Consultant”).

WHEREAS, the Consultant has the requisite expertise and experience to provide consulting services to the Client; and

WHEREAS, the Client desires to retain the Consultant’s services as described herein:

- I. **Consulting Services.** The Client hereby employs the Consultant to provide strategic communication services in accordance with the terms and conditions set forth in this agreement. These services include:
 - a. Zoom calls as needed with the Client and designated persons;
 - b. Messaging for the Client about renewing a fire benefit charge for Woodinville and Duval fire districts; and,
 - c. Communication materials or correspondence to educate on the proposed renewal.
- II. **Terms of Agreement.** This agreement begins on January 9, 2025 and ends on April 30, 2025. Either party may cancel this agreement with fourteen (14) days of notice to the other party in writing by certified mail or personal delivery. If the Client terminates this agreement without cause, it shall pay the Consultant for work completed and expenses incurred to date. All work product results are the property of the Client and deliverable at the time of termination subject to payment by the Client of all earned fees and costs.
- III. **Time Devoted by Consultant.** It is anticipated Consultant will spend such time as is necessary to complete the projects identified in a mutually agreed upon scope of work. Additional work not included in this document, but authorized by Client is considered “other duties as assigned” and will be billed at two hundred and fifty dollars (\$250.00) per hour.
- IV. **Place Where Services Will Be Rendered.** The Consultant will perform all services in accordance with this contract at a location of the Consultant’s discretion.
- V. **Payment to Consultant.**

The amount of this contract is not to exceed \$48,000 for services rendered plus reasonable and approved expenses identified in Section VI. This not to exceed amount is to be split equally between Woodinville Fire & Rescue and Duvall (King County Fire District 45). Eastside Fire & Rescue will administer this agreement and be the party issuing payment for the project. Consultant will submit a monthly prorated invoice, and Client will pay Consultant within thirty (30) business days of receipt.
- VI. **Reimbursement of Expenses.**

The Client will pay the Consultant on a monthly basis for reasonable expenses accrued in support of official business. Reasonable expenses are in addition to the amount of this

agreement and could include travel time and voter files. Costs for printing, mail house handling charges, and postage for mailings will be invoiced to the Client directly from the Client's preferred vendors.

- VII. **Independent Contractor.** Both the Client and the Consultant agree that the Consultant will act as an independent contractor in the performance of duties under this contract. Accordingly, the Consultant shall be responsible for payment of all taxes, including Federal, State and local taxes arising out of the Consultant's activities in accordance with this contract (*e.g.*, Federal income tax; Social Security tax; State or local income, business or occupation taxes; Unemployment Insurance taxes; and any other taxes or business license fees).
- VIII. **Confidential Information.** The Consultant agrees to hold in strict confidence any information received in furtherance of the Consultant's obligations under this contract related to confidential, financial or business affairs of the Client and will not reveal the confidential information provided the Consultant to any other persons, firms or organizations.
- IX. **Conflict of Interest.** The Consultant agrees not to engage in any contractual activities with a client that could create an organizational conflict of interest with the Consultant's position under this contract, which might impair the Consultant's ability to render unbiased advice or service. Therefore, the Consultant agrees to seek prior written approval from the Client before entering into a contract with another party that could pose a conflict of interest.

Elizabeth Anne Stead Loomis
President, EASL Inc.

Fire Chief Ben Lane
Eastside Fire & Rescue

Woodinville Fire & Rescue

M E M O R A N D U M



DATE: January 14, 2025
TO: Roger Collins, Board Chair
Board of Fire Commissioners
FROM: Ben Lane, Fire Chief
SUBJECT: **Staff Report WFR-2025-02**
Subject: Station 31 Cell Tower

Background

Woodinville Fire & Rescue has a contract with Crown Castle for the cell tower at Station 31. On behalf of Verizon, they have reached out with a request to construct a 14' x 12' expansion to the north of the existing service area.

The expansion would house service equipment to support two additional antennas on the existing tower.

Crown Castle has asked for the lease to be included in the Third Amendment to Option and Site Lease Agreement that was signed in 2023 and expires in 2028.

Fiscal Impact

Using the current monthly rent per square foot, the additional 168 square feet would be valued at \$246.40 per month.

Recommendations

Staff is seeking direction from the Board on a path forward.

