



Woodinville Fire & Rescue Board of Commissioners
Regular Meeting Agenda
 February 11 2025, at 5:00 p.m.
Virtual Meeting

You may join the meeting using the below virtual option:

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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

1. CONSENT AGENDA *(for approval)*
 - 1.1. Minutes – Regular Board Meeting Minutes..... Page 3
 - 1.2. General Vouchers Page 5
2. REVENUE AND EXPENSE REPORT Page 9
3. FIRE CHIEF BRIEFING
4. REGULAR BUSINESS
 - 4.1 Staff Report WFR-2025-03 and Resolution 2025-01 (Fire Benefit Charge)..... Page 13
 - 4.2 Staff Report WFR-2025-04 (Apparatus Replacement Schedule) Page 14
 - 4.3 Staff Report WFR-2025-05 (Fire Marshal Services ILA with City of Woodinville).....Page 16
5. GOOD OF THE ORDER
6. ADJOURN MEETING

Meeting Calendar	Date / Time	Location
WF&R Board of Commissioners	February 11, 2025, at 5 p.m.	VIRTUAL
KCFD 45 – Duvall Board of Commissioners	February 12, 2025, at 4 p.m.	Station 66
EF&R Board of Directors	February 13, 2025, at 4 p.m.	Headquarters
District 38 Board of Commissioners	February 25, 2025, at 4 p.m.	Station 87
District 10 Board of Commissioners	March 6, 2025, at 4 p.m.	Headquarters
Issaquah City Council	1 st & 3 rd Mondays, at 7:00 p.m.	
Sammamish City Council	1 st & 3 rd Tuesdays, at 6:30 p.m.	
Carnation City Council	1 st & 3 rd Tuesdays, at 7:00 p.m.	
North Bend City Council	1 st & 3 rd Tuesdays, at 7:00 p.m.	
Mercer Island City Council	1 st & 3 rd Tuesdays, at 5:00 p.m.	

1 **WOODINVILLE FIRE & RESCUE BOARD OF COMMISSIONERS**
2 **REGULAR MEETING**
3 **January 14, 2025**
4 **IN PERSON AND VIRTUAL MEETING**

5
6 **PRESENT:** Chair Roger Collins
7 Vice Chair Mike Millman
8 Commissioner Derek van Veen
9 Commissioner Doug Halbert
10 Commissioner Anjela Barton (*virtual*)

11
12 **STAFF:** Fire Chief Ben Lane
13 Board Secretary Nicole Frisch
14 Assistant Chief Will Aho (*virtual*)
15 Deputy Director Pam Bryson (*virtual*)
16 Deputy Director Jamie Formisano (*virtual*)
17 Deputy Chief Greg Garat
18 Deputy Chief Doug McDonald
19 Finance Director Joan Montegary

20
21 **CALL TO ORDER:** Chair Collins called the meeting to order at 5:00 p.m. and took roll.

22
23 **CONSIDERATION AND APPROVAL OF AGENDA IN CONTENT AND ORDER:**
24 IT WAS MOVED BY COMMISSIONER MILLMAN, SECONDED BY COMMISSIONER
25 HALBERT TO: approve the agenda as presented. MOTION CARRIED, 5-0.

26
27 **PUBLIC COMMENT:**
28 None.

29
30 **NOMINATION / ELECTION OF BOARD OFFICERS**
31 Discussion ensued.

32
33 IT WAS MOVED BY COMMISSIONER MILLMAN, SECONDED BY COMMISSIONER VAN
34 VEEN TO: accept Chair positions and committee assignments as follows:

- 35 - Board Chair: Commissioner Collins
36 - Vice Chair: Commissioner Millman
37 - Finance Committee: Commissioner Barton, Chair; Commissioner Collins, alternate
38 - Intergovernmental Relations Committee: Commissioner Halbert, Chair; Commissioner
39 van Veen, alternate

40 MOTION CARRIED, 5-0.

41
42 **CONSENT AGENDA:**
43 IT WAS MOVED BY COMMISSIONER VAN VEEN, SECONDED BY COMMISSIONER
44 MILLMAN TO: approve the Consent Agenda as presented. MOTION CARRIED, 5-0.

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REVENUE AND EXPENSE REPORT:

Director Montegary presented the revenue and expense report as attached hereto.

FIRE CHIEF BRIEFING: Chief Lane presented the Fire Chief Briefing as attached hereto. Discussion ensued.

REGULAR BUSINESS:

Staff Report WFR-2025-01 (Fire Benefit Charge Renewal):

Chief Lane presented the Staff Report as attached hereto. Discussion ensued.

IT WAS MOVED BY COMMISSIONER VAN VEEN, SECONDED BY COMMISSIONER HALBERT TO: authorize Chief Lane to enter into an agreement with Liz Loomis Public Affairs on behalf of Woodinville Fire & Rescue. MOTION CARRIED, 8-0.

Staff Report WFR-2025-02 (Station 31 Cell Tower):

Deputy Chief Garat presented the Staff Report as attached hereto. Discussion ensued. The Board directed staff to move forward with the amended lease as presented.

GOOD OF THE ORDER:

Commissioner Halbert asked that Chief Lane extend his gratitude to the firefighters on deployment to Los Angeles.

Commissioner Barton reported that she will be attending the recruit graduation as part of her day job and extended an invitation to dinner afterwards.

ADJOURNMENT: Chair Collins adjourned the meeting at 5:48 p.m.

Nicole Frisch, Board Secretary

Derek van Veen, Commissioner Pos. 1

Doug Halbert, Commissioner Pos. 2

Anjela Barton, Commissioner Pos. 3

Mike Millman, Commissioner Pos. 4

Roger Collins, Commissioner Pos. 5



Special District Voucher Approval Document

2025-01

KC v2.0

Scheduled Payment Date: 01/22/2025
Total Amount: \$27,349.21
Control Total: 8
Payment Method: WARRANT

District Name: Woodinville Fire & Rescue
File Name: AP_WDNVLFIR_APSUPINV_20250116130745.csv
Fund #: 100360010

CONTACT INFORMATION

Preparer's Name: Emily J. Bronberg-Lewis

Email Address: AP@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
<u>Jane B. Montegary</u>	<u>1-16-25</u>
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_20250116130745.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
GARY HEUSLEIN			250101001	01/22/2025	\$185.00	25-Jan
INTERFACE SYSTEMS LLC			250101002	01/22/2025	\$13,053.38	BILLING #2
KC FIRE COMMISSIONERS ASSOC			250101003	01/22/2025	\$180.00	S-1012
SPRINGBROOK HOLDING CO LLC			250101004	01/22/2025	\$9,297.44	B002039,B002039
STATE AUDITOR'S OFFICE			250101005	01/22/2025	\$3,616.60	L165975
US BANK CORPORATE PAYMENT SYSTEMS			250101006	01/22/2025	\$115.79	7865-2,7865-3
VFIS			250101007	01/22/2025	\$551.00	105322131
WOODINVILLE CHAMBER COMMERCE			250101008	01/22/2025	\$350.00	20922

ACCOUNTS PAYABLE

Woodinville Fire & Rescue

As Of: 01/22/2025

Time: 11:19:39 Date: 01/16/2025

Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
20328	01/01/2025	01/22/2025	GARY HEUSLEIN	185.00	JANUARY 2024
	522 10 22 30-01	LEOFF 1 - Medicare/Med	001 000 522 General Expense	185.00	2025 Medicare Reimbursement - Annual PO
20329	01/06/2025	01/22/2025	INTERFACE SYSTEMS, LLC	13,053.38	BILLING 2; 2nd Billing for 2025 FBC
	522 10 41 40-01	Contract - FBC Calculatio	001 000 522 General Expense	13,053.38	2nd Billing for 2025 FBC
20330	01/08/2025	01/22/2025	KC FIRE COMMISSIONERS ASSOC	180.00	2025 MEMBERSHIP DUES
	522 11 49 20-02	Dues / Subscriptions BoF	001 000 522 General Expense	180.00	2025 MEMBERSHIP DUES
20331	11/01/2024	01/22/2025	SPRINGBROOK HOLDING CO LLC	9,875.33	2025 FINANCIAL SOFTWARE SUBSCRIPTION
	522 10 48 30-11	IT - Springbrook (BIAS) Fi	001 000 522 General Expense	9,875.33	2025 FINANCIAL SOFTWARE SUBSCRIPTION
20332	12/23/2024	01/22/2025	SPRINGBROOK HOLDING CO LLC	-577.89	CREDIT MEMO RE: REMOVING 3 USER LICENSES
	522 10 48 30-11	IT - Springbrook (BIAS) Fi	001 000 522 General Expense	-577.89	
			Total SPRINGBROOK HOLDING CO LLC	9,297.44	
20333	01/09/2025	01/22/2025	STATE AUDITOR'S OFFICE	3,616.60	2022-2023 Audit; Invoice L165975
	522 10 41 10-11	Intergov Prof Svcs- State	001 000 522 General Expense	3,616.60	2022-2023 Audit; Invoice L165975
20335	12/02/2024	01/22/2025	US BANK CORPORATE PAYMENT SYSTEMS	33.22	DOLLAR TREE - WOODINVILLE CHAMBER LUNCH - CENTERPIECE DECOR
	522 10 49 80-01	Unexpected Costs	001 000 522 General Expense	33.22	DOLLAR TREE - WOODINVILLE CHAMBER LUNCH: CENTERPIECE DECOR
20336	12/02/2024	01/22/2025	US BANK CORPORATE PAYMENT SYSTEMS	82.57	SAFEWAY - WOODINVILLE CHAMBER LUNCH: CENTERPIECE DECOR
	522 10 49 80-01	Unexpected Costs	001 000 522 General Expense	82.57	SAFEWAY - WOODINVILLE CHAMBER LUNCH: CENTERPIECE DECOR
			Total US BANK CORPORATE PAYMENT SYSTEMS	115.79	
20334	11/22/2024	01/22/2025	VFIS	551.00	2025 INSURANCWE RENEWAL (ACCIDENT & SICKNESS) POLICY: VFP 4548-6377E-08
	522 10 46 10-01	Insurance - Bldgs/Appart	001 000 522 General Expense	551.00	2025 INSURANCWE RENEWAL (ACCIDENT & SICKNESS)
20337	01/01/2025	01/22/2025	WOODINVILLE CHAMBER COMMERCE	350.00	2025 MEMBERSHIP RENEWAL

ACCOUNTS PAYABLE

Woodinville Fire & Rescue

Time: 11:19:39 Date: 01/16/2025
Page: 2

As Of: 01/22/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
522 11 49 20-04			Dues / Subscriptions BoF	001 000 522 General Expense	350.00 2025 MEMBERSHIP RENEWAL

Report Total: 27,349.21

Fund	Amount
001 General Expense Fund (10-036-0010)	27,349.21

This report has been reviewed by:

Signature: *James B. Montegary*
Fire Chief/Chief Administrative Officer

Date: 1-16-2025

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

COMMENTS

Expense Fund

Revenue

At the end of December, we have received 100 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 and the higher than anticipated reconciliation amount due to overtime costs.

Other Information

Our end fund balance in 2024 is just under \$7.3M. Based on the 2025 operating budget of \$16,477,625, we require a 2024 end fund balance of at least \$6.9M or five months' worth of expenses.

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

Line #		Expense Fund	Benefit Charge Fund	Capital Project Fund	Reserve Fund	Benefit Liability Reserve Fund	Total All Funds
1	December 31, 2024	\$7,284,273	\$0	\$232,015	\$18,348,446	\$683,611	\$26,548,345
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>(\$953,690)</u>	<u>\$0</u>	<u>(\$251,706)</u>	<u>\$1,703,524</u>	<u>(\$186,854)</u>	<u>\$311,274</u>

For historical reference, 2019 through 2022 year-end cash/investment balances are shown below.

		Expense Fund	Benefit Charge Fund	Capital Project Fund	Reserve Fund	Benefit Liability Reserve Fund	Total All Funds
11							
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 December 31, 2024

% of Budget Time Remaining

0.0%

Line #	December 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	67,351	9,414,691	9,422,929	(8,238) -0.1%
6	King County EMS Levy Revenue	31,739	735,921	951,439	(215,518) -29.3%
7	Permit/Plan Review Revenue	0	0	435,462	(435,462) 0.0%
8	Miscellaneous Other	35,152	100,000	424,264	(324,264) -324.3%
9	Interfund Transfers IN			0	
10	Benefit Charge Fund	31,703	5,121,560	5,129,934	(8,374) -0.2%
11	Reserve Fund	0	0	0	
12	Benefit Liability Reserve Fund	0	0	160,000	(160,000)
13	Total Revenue	165,945	15,372,172	16,524,027	(1,151,855) -7.5%
14					
15	Total Resources (Beginning Cash + Revenue)		24,761,990		
16					
17	Expenditures				
18	Salaries & Wages	0	10,000	3,088	6,912 69.1%
19	Benefits	0	13,000	8,172	4,828 37.1%
20	Office & Operating Supplies	0	40,275	20,071	20,205 50.2%
21	Professional Services	1,199,349	14,798,747	15,808,860	(1,010,113) -6.8%
22	Travel	0	1,800	0	1,800 100.0%
23	Training & Education	0	9,300	6,350	2,950 31.7%
24	Advertising	546	1,100	546	554 50.4%
25	Insurance (Buildings/Apparatus)	0	6,500	4,234	2,266 34.9%
26	Miscellaneous Other	1,195	27,000	10,412	16,588 61.4%
27	Intergovernmental Services	503	135,000	113,026	21,974 16.3%
28	Sub-Total (excluding Intrafund Transfers)	1,201,592	15,042,722	15,974,759	(932,037) -6.2%
29					

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

% of Budget Time Remaining

0.0%

Line #	December 2024 Actuals	2024 Annual Budget	2024 YTD Actual	Remaining Dollars	% of Total Remaining
30	Interfund Transfers OUT				
31	145	0	2,959	(2,959)	
32	0	0	0	0	
33	0	0	0	0	
34	0	0	1,500,000	(1,500,000)	
35	1,201,737	15,042,722	17,477,717	(2,434,995)	-16.19%
36					
37	End Fund Balance - December 2024		7,284,273		

Woodinville Fire & Rescue

M E M O R A N D U M



DATE: February 11, 2025
TO: Roger Collins, Board Chair
Board of Fire Commissioners
FROM: Ben Lane, Fire Chief
SUBJECT: **Staff Report WFR-2025-03**
Subject: Fire Benefit Charge Renewal

Background

As you know, the District collects a fire benefit charge as provided in RCW 52.18. Revenues from this source offset a reduction of \$0.50 per \$1,000 of assessed value in the District's *ad valorem* taxing authority as provided by RCW 52.16.

District voters initially approved the fire benefit charge in 1989 and have approved renewals every six years since, with the last renewal in April of 2019. As such, the fire benefit charge will expire at the end of 2025, and the District must place the issue before voters this year if it intends to continue collecting these revenues.

To place the fire benefit charge renewal on the ballot, the District's Board of Fire Commissioners must approve a resolution authorizing the continuation of this authority. The Board has agreed to the April 22, 2025 election date.

Recommendations

Move that the Board of Fire Commissioners adopt Resolution 2025-01, declaring the intent to renew and re-establish a benefit charge within the District, and calling for an election within the District of a proposition authorizing the imposition of a benefit charge on personal property and improvements to real property within the District for up to six years.

Exhibits

- 1) Resolution 2025-01 (*will be provided prior to the meeting*)

Woodinville Fire & Rescue

M E M O R A N D U M



DATE: February 11, 2025
TO: Roger Collins, Board Chair
Board of Fire Commissioners
FROM: Ben Lane, Fire Chief
SUBJECT: **Staff Report WFR-2025-04**
Subject: Apparatus Replacement Schedule

Background

Staff have reviewed and made necessary updates to the Woodinville Fire & Rescue Apparatus Replacement Schedule.

Recommendations

Move that the Board of Fire Commissioners approve and adopt the revised Apparatus Replacement Schedule as presented.

Exhibits

- 1) Revised WF&R Apparatus Replacement Schedule

				interest	1.04	1.03	1.03	1.03	1.03	1.03	1.03	1.03	1.03	1.03	1.03	1.03	1.03		
Woodinville Fire & Rescue				2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	
Cash Balance				4,727,845	5,431,357	5,777,282	6,327,282	6,899,282	7,368,365	6,256,708	6,881,748	7,334,777	4,263,975	4,716,944	1,166,133	1,890,726	2,637,056	3,405,776	
Annual Contribution				703,512	500,000	550,000	572,000	589,160	606,835	625,040	643,791	663,105	682,998	703,488	724,592	746,330	768,720	791,782	
Purchases				0	154,075	0	0	120,077	1,718,492	0	190,762	3,733,906	230,029	4,254,299	0	0	0	136,909	
Net				5,431,357	5,777,282	6,327,282	6,899,282	7,368,365	6,256,708	6,881,748	7,334,777	4,263,975	4,716,944	1,166,133	1,890,726	2,637,056	3,405,776	4,060,649	
Type	New	Life	Replace	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	
8317	Engine 133	2017	15	2032								1,695,689							
8318	Engine 135	2017	15	2032								1,695,689							
8319	Engine 131	2017	15	2032	To Reserve Status in 2033														
Subtotal				0	0	0	0	0	0	0	0	3,391,377	0	0	0	0	0	0	
Tax				0	0	0	0	0	0	0	0	342,529	0	0	0	0	0	0	
Total				0	0	0	0	0	0	0	0	3,733,906	0	0	0	0	0	0	
Type	New	Life	Replace	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	
7320	Aid 133	2019	10	2029					520,282										
7321	Aid 131	2019	10	2029					520,282										
7322	Aid 135	2019	10	2029					520,282										
7319	Back up Aid Unit	2009	20	2029	Aid unit with best remaining service life trickles down in 2029														
Subtotal				0	0	0	0	0	1,560,847	0	0	0	0	0	0	0	0	0	0
Tax				0	0	0	0	0	157,646	0	0	0	0	0	0	0	0	0	0
Total				0	0	0	0	0	1,718,492	0	0	0	0	0	0	0	0	0	0
Type	New	Life	Replace	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	
9303	Ladder 131	2019	15	2034										3,864,032					
Subtotal				0	0	0	0	0	0	0	0	0	0	0	3,864,032	0	0	0	0
Tax				0	0	0	0	0	0	0	0	0	0	0	390,267	0	0	0	0
Total				0	0	0	0	0	0	0	0	0	0	0	4,254,299	0	0	0	0
Type	New	Life	Replace	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	
1857*	BC 131	2023	5	2028				109,062											
5823	Brush 133	2024	20	2044		124,941													
Subtotal				0	124,941	0	0	109,062	0	0	0	0	0	0	0	0	0	0	0
Tax				0	12,619	0	0	11,015	0	0	0	0	0	0	0	0	0	0	0
Total				0	137,560	0	0	120,077	0	0	0	0	0	0	0	0	0	0	0
Type	New	Life	Replace	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	
1336	F150 (AFM)***	2018	15	2033									87,662						
1859	F150 (AFM)	2023	15	2038														124,350	
TBD	Rescue 131 F-350	2024	15	2039															
2819	TRT Trailer	2024	20	2044															
1332	Chevy Tahoe	2016	15	2031							106,630								
1334	Chevy 2500	2016	15	2031							66,632								
1338	Facilities	2018	15	2033									121,266						
1331	MIH**	2016	15	2031							75,000								
1335	Ford Escape	2018	15	2033									63,605						
1337	Ford Escape	2018	15	2033		15,000													
Replace in 2025 and then remove to EF&R's apparatus replacement schedule.																			
Subtotal				0	15,000	0	0	0	0	0	173,263	0	208,927	0	0	0	0	0	124,350
Tax				0	1,515	0	0	0	0	0	17,500	0	21,102	0	0	0	0	0	12,559
Total				0	16,515	0	0	0	0	0	190,762	0	230,029	0	0	0	0	0	136,909
Subtotal				0	139,941	0	0	109,062	1,560,847	0	173,263	3,391,377	208,927	3,864,032	0	0	0	0	124,350
Tax				0	14,134	0	0	11,015	157,646	0	17,500	342,529	21,102	390,267	0	0	0	0	12,559
Total				0	154,075	0	0	120,077	1,718,492	0	190,762	3,733,906	230,029	4,254,299	0	0	0	0	136,909

*1857 Licensed to EFR; to be replaced by WFR. When WFR joined EFR in late 2021, the WFR BC rig was assigned as a back-up and a new EFR BC rig was assigned as the front line B131.

** Replace current MIH rig with pick up, like the others (cost from JK in Shop)

*** Replace AFM 1336 with F150

Woodinville Fire & Rescue



M E M O R A N D U M

DATE: February 11, 2025

TO: Roger Collins, Board Chair
Board of Fire Commissioners

FROM: Ben Lane, Fire Chief

SUBJECT: **Staff Report WFR-2025-05**
Subject: Status Update - Interlocal Agreement for Fire Marshal Services with the City of Woodinville

Background

Eastside Fire & Rescue (EF&R) currently operates under an Interlocal Agreement (ILA) for Fire Marshal services with the City of Woodinville (CoW). This agreement initially established on November 1, 2016, and amended on November 15, 2019, delegates the administration of fire inspections, permitting, and plan review to WFR.

The agreement emphasizes collaboration on International Fire Code (IFC) compliance, inspection record management, and cost recovery. In collaboration with the CoW, there was mutual interest in revisiting the terms of this ILA to ensure alignment with current needs and priorities of both parties.

The ILA aligns with the city-adopted Fire Permit Fee Schedule, ensuring that fees collected support cost recovery for fire marshal services.

- The proposed 2025 Fire Fees were presented during the September WFR Board of Commissioner meeting.
- The CoW approved the Fire Fees on their consent agenda in December 2024.

On December 3, 2024, staff briefed the WFR Commissioners on the ongoing discussions with the City of Woodinville regarding the ILA for Fire Marshal Services.

On February 3, 2025, staff met with the City of Woodinville staff to review proposed updates to the ILA. This included evaluating and providing clarity to the scope of services, timelines, and cost recovery.

- The City of Woodinville recommends that the Board of Commissioners adopt a resolution stating their interest in cost recovery for Fire Marshal services. This resolution would serve as a supporting document to the ILA.

Fiscal Impact

There is no immediate fiscal impact from this report. Future modifications to the ILAs could result in revised cost recovery models or administrative expenses.

Recommendation

No formal action is required at this time. During the March Board meeting, staff will bring forward the proposed revisions to the ILA with a recommendation for Commissioner approval. If the Commissioners deem it appropriate, a resolution for cost recovery would also be presented at that time.