



KING COUNTY FIRE PROTECTION DISTRICT 10
BOARD OF FIRE COMMISSIONERS
Regular Meeting Agenda
October 5, 2020, 4:00 p.m.
VIRTUAL MEETING

Pursuant to the Governor’s Emergency Proclamation, EF&R is unable to provide an in-person location for the public to listen to the virtual Board of Commissioners meeting. Meetings are accessible to the public by a phone-in option.

Phone-In Option

Phone-in Number: (509) 931-1382

Conference ID: 77408336#

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. Please sign-up in advance of the meeting (by 1:00 p.m.) by completing the [Public Comment Sign-Up Form](#). Kindly review the instructions for [Virtual Board and Committee meetings for public attendance and public comment](#) prior to the meeting.

CALL TO ORDER, ROLL CALL

RECESS REGULAR MEETING – REVENUE HEARING MEETING

PUBLIC COMMENT

CONSENT AGENDA *(for approval)*

- 1. Agenda Bill D10-2020-14 Page 03
 - 1.1. Regular Meeting Minutes..... Page 04
 - 1.2. Financial Recap..... Page 07

GENERAL ADMINISTRATIVE DISCUSSION

- 1. Revenue and Expense Report..... Page 08

FIRE CHIEF BRIEFING

- PFAS
- COVID-19
- EF&R Agenda review

COMMITTEE REPORTS

- 1. EF&R Finance Administrative Committee *(Martin)*..... Page 11

REGULAR BUSINES

- 1. Review Commissioner Applications
- 2. Update: Headquarters Shared Space

GOOD OF THE ORDER

CALENDAR REVIEW

- EF&R Board Meeting – October 8, 2020, 4:00 p.m. (VIRTUAL)

- FAC Meeting – October 28, 2020 (TBD)
- District 10 Board Meeting – November 9, 2020, 4:00 p.m. (VIRTUAL)
- Issaquah City Council – 1st and 3rd Monday at 7 p.m.
- Sammamish City Council – 1st and 3rd Tuesday at 6:30 p.m.
- Carnation City Council – 1st and 3rd Tuesday at 7 p.m.
- North Bend City Council – 1st and 3rd Tuesday at 7 p.m.

EXECUTIVE SESSION: *RCW 42.30.140(4)(b) to discuss collective bargaining planning*

ADJOURN MEETING



**King County Fire Protection District 10
Board of Commissioners
AGENDA BILL D10-2020-14
October 5, 2020**

SUBJECT: September Monthly Board Minutes & Financial Recap Approval

SUMMARY STATEMENT: The Board Secretary submits completed minutes for the prior month's meetings to the Board for review prior to the regular board meeting. The Board acts upon the minutes first directing any needed changes to be noted on the document in ink, initialed by the Board Secretary, and then approving said minutes amended as noted.

District 10 utilizes the Auditing Officer Certification method (RCW 42.24.080) of approving normal and usual ongoing expenditures for payroll, utilities, and other goods and services, on behalf of the Board of Fire Commissioners. Monthly, those expenditures are provided for review and oversight by the Board pursuant to state law (RCW 42.24.180). Items requiring Board approval in advance of payment are presented on separate Agenda Bills to obtain approval and are included on the Consent Agenda when paid after said approval. Items paid but rejected by the Board after they have been paid, will become receivables and immediate collection by the agency audit officer will commence.

Expenditure Required: \$606,340.71

Amount Budgeted: \$606,340.71

Funds Utilized: General Fund

RECOMMENDED MOTION: Move to approve the Consent Agenda as presented.

ALTERNATIVE(S): Approve the attached Consent Agenda stipulating any items rejected and ordering the collection thereof.

EXHIBITS: Prior month's regular and special meeting minutes, together with any hand-noted changes, as directed by the Board. Prior month's Financial Recap together with Accounting Certification. Prior month's Blanket Vouchers certified by an Agency Audit Officer.

Originator: JF

Administrative Review: 09/11/20

Action:

Date: 10/05/20

Motion By:

2nd:

District Secretary:

1 **KING COUNTY FIRE PROTECTION DISTRICT 10**
2 **Board of Commissioners**
3 **Regular Meeting Minutes**
4 **September 8, 2020**
5 **VIRTUAL MEETING**
6

7 Alternate Meeting Format: On March 24, 2020, the Governor issued Proclamation 20-28
8 prohibiting open public meetings from occurring in person. Due to these factors, the regular
9 meeting of the Board of Fire Commissioners of King County Fire District 10 was held virtually
10 on September 8, 2020, using a remote meeting platform.

11
12 **Present:** Chair Gloria Hatcher-Mays
13 Vice Chair Anita Sandall
14 Commissioner Alan Martin
15 Commissioner Don Smith (*late arrival*)
16 Board Secretary Jamie Formisano
17 Fire Chief Jeff Clark
18 Deputy Chief Ben Lane
19 Deputy Chief Richard Burke
20 Deputy Chief Greg Tryon
21 Budget Analyst Scott Faires
22

23 **Audience:** None
24

25 **Absent:** None
26

27 **Call to Order and Roll Call:** Chair Hatcher-Mays called the meeting to order at 4:04 p.m.
28 and reviewed the virtual meeting process and guidelines.
29

30 **The regular meeting of King County Fire Protection District 10 (KCFD 10) was recessed**
31 **and the Board of Volunteer Firefighters (BVFF) meeting was called to order at 4:07p.m.**
32 **The BVFF meeting was adjourned at 4:08 p.m., and the regular meeting of KCFD 10**
33 **was reconvened.**
34

35 **Public Comment:** None
36

37 **Consent Agenda:** Items listed below were distributed to the Board in advance for review
38 and enacted with one motion. IT WAS MOVED BY COMMISSIONER SANDALL,
39 SECONDED BY COMMISSIONER MARTIN TO: Approve the Consent Agenda. MOTION
40 CARRIED, 3 – 0.

41 1. Agenda Bill D10-2020-13 Board Minutes and Financial Recap:

- 42 • Regular Meeting Minutes
 - 43 • Financial Recap
- 44

45 **General Administrative Discussion:**

46 Revenue and Expense Report: Reviewed the financials. Discussion ensued.
47

48 **Fire Chief Briefing:**

- 49 • PFAS: The State approached us to spend additional funds and a scope of work was
50 submitted for review. If the funds are approved the consultant will attend a future Board
51 meeting to discuss options.
- 52 • COVID-19: Responded on 16 calls this past weekend and one employee quarantined out
53 of state.
- 54 • Mirrormont Fire Ratings: Provided an overview of the citizen who requested a letter of
55 support to WSRB regarding their fire rating. Due to advocating, she was successful in
56 reducing her insurance rate. Discussion ensued regarding steps to try to adjust the
57 ratings.
- 58 • Wildland: EF&R has deployed numerous crew members and resources to Oregon,
59 California, and Eastern WA. We are currently holding crews to stay local, other than one
60 apparatus that is aligned with a State contract that if called, will be dispatched. Briefed on
61 a house fire in Sammamish.
- 62 • HQ Temporary schedule: Due to the remote schedule, we have gone to a 4x10 schedule
63 until we reach Phase 4 with the State. This will be reevaluated as needed.
- 64 • Recruitment: Four members submitted their retirement notice and we will be moving
65 forward with a hiring process.
- 66 • Station 82: The City of Sammamish is moving forward with a potentially replacing the
67 station through a grant request.
- 68 • Reviewed the EF&R agenda.

69 70 **Committee Reports:**

71 EF&R Finance Administrative Committee: *(no meeting held)*

72 73 **Regular Business:**

- 74 1. Review Commissioner Applications: No applications were submitted. Discussion
75 ensued regarding recruitment and will maintain posting on social media. Reviewed the
76 time requirements regarding filling the vacancy.
77
- 78 2. Potential Property Sale: Discussed the May Valley property in consideration. Stated there
79 was not a need for the property and recommended potentially making the property
80 available for sale. Discussed assessing properties owned by the District and leave on the
81 agenda for future action. **IT WAS MOVED BY COMMISSIONER SANDALL, SECONDED
82 BY COMMISSIONER SMITH TO:** Permit staff to compile an assessment of fair market
83 value for the District for potentially dispersal of proposal. **MOTION CARRIED, 4 – 0.**
84
- 85 3. K.C. Fire Commissioners Fireworks Ban Resolution: Discussion ensued, the resolution
86 is supported and will be on the October agenda for final approval. **IT WAS MOVED BY
87 COMMISSIONER MARTIN, SECONDED BY COMMISSIONER SMITH TO:** Approve
88 the Resolution. **MOTION CARRIED, 4 – 0.**
89
- 90 4. Appoint PFAS Representative: Commissioner Sandall and Commissioner Martin voiced
91 interest as the PFAS representative. Commissioner Sandall withdrew interest and
92 Commissioner Martin was appointed.
93
- 94 5. **Good of the Order:** None

95 **Executive Session:** The Board moved into Executive session pursuant to RCW
96 42.30.140(4)(b) to discuss collective bargaining planning and RCW 42.30.101(1)(g) to review
97 performance of a public employee. The Executive session is estimated to last for 10 minutes
98 beginning at 4:55 p.m. The Executive session was extended five minutes. The regular
99 session was called to order at 5:13 p.m., no action was taken during Executive session.

100

101 **Calendar Review:**

- 102 • EF&R Board Meeting – September 10, 4:00 p.m. (VIRTUAL)
- 103 • FAC – September 23, 2020, 12:00 (VIRTUAL)
- 104 • District 10 Board Meeting – October 5, 2020, 4:00 p.m. (VIRTUAL)
- 105 • Issaquah City Council – 1st and 3rd Monday at 7 p.m., Issaquah City Hall
- 106 • Sammamish City Council – 1st and 3rd Tuesday at 6:30 p.m., Sammamish City Hall
- 107 • Carnation City Council – 1st and 3rd Tuesday at 7 p.m., Carnation City Hall
- 108 • North Bend City Council – 1st and 3rd Tuesday at 7 p.m., Mt. Si Senior Center

109

110 **Adjournment:** Chair Hatcher-Mays adjourned the meeting at 5:15 p.m.

DRAFT

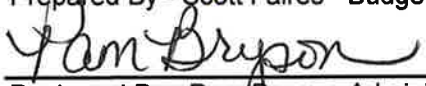
**King County Fire District 10
FINANCIAL RECAP
October 5, 2020**

Blanket Voucher No.	Paid Date	Description	Amount
General Fund - 100100010			
2020-13	September 18, 2020	Weekly vendor invoices	\$ 6,156.00
Blanket Voucher Totals:			\$ 6,156.00
ACH Transfers	Paid Date	Description	Amount
General Fund - 100100010			
ACH 2020-0015	September 11, 2020	September 2020 EF&R Partner Contribution	\$ 592,173.92
ACH 2020-0016	September 28, 2020	July & August Commissioner pay	\$ 1,381.27
ACH 2020-0017	September 28, 2020	July & August 2020 Reserve Pay	\$ 6,629.52
ACH Transfer Totals:			\$ 600,184.71
FINANCIAL RECAP			\$ 606,340.71

Acknowledgement to the Board of Commissioners:

I have reviewed the consent agenda and believe it represents a complete disclosure of all expenditures within the current period. I will reconcile this consent agenda with the King County Treasury report as it becomes available and report and identify any discrepancies to you.


 Prepared By - Scott Faires - Budget Finance Analyst


 Reviewed By - Pam Bryson, Administrative Director

**King County Fire Protection District No. 10
Revenue and Expenditure Report
August 2020**

COMMENTS

General Fund

Revenue

Actual revenues are \$128,965.97 less than we budgeted for. This is mainly coming from property tax and FBC.

The current property tax revenue is greater than budget by \$32,617.87. Delinquent property tax revenue is greater than budget by \$21,005.17.

The current fire benefit charge revenue is \$48,798.66 greater than budgeted. The delinquent fire benefit charge revenue is also greater than budgeted by \$10,285.46.

Expenditures

Total expenditures are \$69,273.46 less than budgeted. We are seeing this in all areas.

2012 GO Bond Fund

Revenues

Overall revenue was \$13,885.91 greater than budgeted. This is mainly due to the collection of current and delinquent property taxes income coming in higher than budgeted.

Expenditures

The next bond interest payment is not due until December 1st. The expenditures reported relate to fees charged by King County to manage the funds.

**King County Fire Protection District No. 10
Revenue and Expenditure Report
August 2020**

Line #	Title	August 2020 Actual	August 2020 YTD Budget	August 2020 YTD Actual	Over / (Under)	2020 Annual Budget	% Of Total	Remaining Budget
1								
2								
3	January 2020 General Fund Beginning Fund Balance			3,372,219.47				
4								
5	Revenue							
6	Property Tax Revenue	35,623.39	2,914,000.00	2,967,623.04	53,623.04	5,498,066.00	53.98	2,530,442.96
7	Timber Harvest Tax	-	1,000.00	-	(1,000.00)	2,000.00	0.00	2,000.00
8	Leasehold Excise Tax	294.18	4,900.00	1,223.35	(3,676.65)	6,000.00	20.39	4,776.65
9	DNR Timber Trust 2 (State Forest Fund)	0.46	12,000.00	3,672.87	(8,327.13)	20,000.00	18.36	16,327.13
10	DNR PILT NAP/NRCA (in lieu of property taxes)	-	11,000.00	20,890.03	9,890.03	11,000.00	189.91	(9,890.03)
11	Fire Benefit Charge Revenue	13,022.38	1,139,332.00	1,198,416.12	59,084.12	2,231,975.00	53.69	1,033,558.88
12	Other Interest (Net)	3,591.03	36,639.00	44,092.06	7,453.06	54,970.00	80.21	10,877.94
13	Disposition Of Capital Assets	-	-	11,919.50	11,919.50	-	0.00	(11,919.50)
14	Total General Fund Revenue	52,531.44	4,118,871.00	4,247,836.97	128,965.97	7,824,011.00	54.29	3,576,174.03
15								
16								
17	Expenditures							
18	Total Commisioners Compensation	-	22,088.00	10,093.11	(11,994.89)	33,130.00	30.47	23,036.89
19	Reserve Pay and Payroll Taxes	-	51,672.00	28,458.41	(23,213.59)	77,508.00	36.72	49,049.59
20	Total EF&R Partner Expenditures	592,169.28	4,737,392.00	4,737,391.33	(0.67)	7,115,478.00	66.58	2,378,086.67
21	Professional Services Expense	2,054.91	48,300.00	46,880.91	(1,419.09)	62,500.00	75.01	15,619.09
22	Collection Fee- Fire Protection	-	27,900.00	22,532.58	(5,367.42)	27,900.00	80.76	5,367.42
23	Postage Expense	202.56	1,000.00	202.56	(797.44)	5,500.00	3.68	5,297.44
24	Travel Expense	-	2,300.00	-	(2,300.00)	3,600.00	0.00	3,600.00
25	Printing	-	4,500.00	-	(4,500.00)	8,000.00	0.00	8,000.00
26	Association Dues	-	4,800.00	180.00	(4,620.00)	4,800.00	3.75	4,620.00
27	Miscellaneous Expense	-	210.00	-	(210.00)	300.00	0.00	300.00
28	Election Expense	-	15,000.00	13,599.64	(1,400.36)	60,000.00	22.67	46,400.36
29	Intergovernmental Grant	-	-	-	-	2,000.00	0.00	2,000.00
30	Training & Seminar Expense	-	10,000.00	550.00	(9,450.00)	15,000.00	3.67	14,450.00
31	Capital Expenditure - Fire Suppression and EMS Services	-	4,000.00	-	(4,000.00)	4,000.00	0.00	4,000.00
32	Total General Fund Expenditures	594,426.75	4,929,162.00	4,859,888.54	(69,273.46)	7,419,716.00	65.50	2,559,827.46
33								
34								
35	August 2020 Operating Fund Ending Fund Balance				2,760,167.90			
36	(Net of current liabilities)							
37								
38	Unencumbered Funds Available (greater than \$650,000)				1,600,000.00			
39								
40								

King County Fire Protection District No. 10
Revenue and Expenditure Report
August 2020

Line #	Title	August 2020 Actual	August 2020 YTD Budget	August 2020 YTD Actual	Over / (Under)	2020 Annual Budget	% Of Total	Remaining Budget
41	2012 GO Bond Fund							
42	Revenue							
43	Property Tax	2,886.12	234,700.00	246,821.38	12,121.38	460,600.00	53.59	213,778.62
44	Delinquent Property Tax	189.74	3,000.00	4,884.04	1,884.04	4,500.00	108.53	(384.04)
45	Ad Valorem Tax Refund	-	(350.00)	(215.09)	134.91	(500.00)	43.02	(284.91)
46	Timber Harvest Tax	-	130.00	-	(130.00)	200.00	0.00	200.00
47	DNR Timber Trust 2 (State Forest Fund)	0.02	600.00	191.39	(408.61)	1,000.00	19.14	808.61
48	DNR PILT NAP/NRCA (in lieu of property taxes)	-	-	1,125.88	1,125.88	680.00	165.57	(445.88)
49	Investment Earnings	293.78	2,750.00	1,856.40	(893.60)	4,000.00	46.41	2,143.60
50	Investment Earnings Service Fee	(4.81)	(59.00)	(7.09)	51.91	(85.00)	8.34	(77.91)
51	Total 2012 GO Bond Fund	3,364.85	240,771.00	254,656.91	13,885.91	470,395.00	54.14	215,738.09
52								
53								
54	Expenditures				-			
55	Professional Services Expense	4.42	-	27.90	27.90	-	0.00	(27.90)
56	Debt Repayment - Fire Suppression and EMS Services	-	-	-	-	385,000.00	0.00	385,000.00
57	Interest and Other Debt Service Cost - Fire Suppression and EMS Services	-	47,550.00	47,550.00	-	95,100.00	50.00	47,550.00
58	2012 GO Bond Fund	4.42	47,550.00	47,577.90	27.90	480,100.00	9.91	432,522.10
59								
60								

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EASTSIDE FIRE & RESCUE
FINANCE AND ADMINISTRATIVE COMMITTEE
Meeting Minutes
September 23, 2020
VIRTUAL MEETING

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Alternate Meeting Format: On March 24, 2020, the Governor issued Proclamation 20-28 prohibiting open public meetings from occurring in person. Due to these factors, the regular meeting of the EF&R Finance and Administrative Committee (FAC) was held virtually on September 23, 2020, using a remote meeting platform.

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FAC Members: Chair Karen Moran (City of Sammamish)
Board Director Alan Martin (Fire District 10)
Board Director Stacy Goodman (City of Issaquah)
Board Director Alan Gothelf (City of North Bend)
Commissioner Chris Dahline (Fire District 38)

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Present: Board Director Chris Ross (City of Sammamish)
Alt. Board Director Heather Koellen (City of North Bend)
Dawn Masko (City of North Bend)
Aaron Antin (City of Sammamish)
Fire Chief Jeff Clark
Executive Assistant Jamie Formisano

35
36

Absent: Commissioner Ron Pedee (Fire District 38) (*excused*)

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The meeting was called to order by Chair Moran at 12:00 p.m. Stated a revision to the agenda to include Vice Chair nomination and election under Regular Business.

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43
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46

Old Business:

1. July 22, 2020 meeting minutes for approval: IT WAS MOVED BY DIRECTOR GOTHELF, SECONDED BY DIRECTOR MARTIN TO: Approve the meeting minutes. MOTION CARRIED 5-0.

Regular Business:

1. FAC Vice Chair Nomination and Election: IT WAS MOVED BY DIRECTOR MORAN, SECONDED BY DIRECTOR GOTHELF TO: Nominate Director Goodman to fill the vacancy of Vice Chair. No additional nominees. MOTION CARRIED 5-0 to elect Director Goodman as Vice Chair.
2. Update projected assumptions: Chief reviewed the goal of the meeting is to dive into the 2021-2022 R&E budget, answer any questions, and have the FAC recommend to the EF&R Board for final consideration in the October meeting.

- 47 3. Finalize recommendations to the EF&R Board October 8, 2020 meeting:
48 a) Equipment Replacement Fund Overview and Recommendation: Provided
49 overview for the unchanged recommendation of no partner payments during 2021-
50 2022, and partner payments resuming in 2023-2024. Discussion ensued regarding
51 the PSERN project dates and replacement schedule for specific items.
52 ***The FAC unanimously approved the Equipment Replacement Fund***
53 ***recommendation as presented.***
54
55 b) Capital Facilities Maintenance Fund (CFMF) Overview and Recommendation:
56 Discussed the comprehensive review of the CFMF and the EFB. Reviewed the
57 historic calculation of maintaining the fund. Based on the previously adopted Board
58 policy, the calculation will be driven by actual projects. The recommendation is no
59 partner payment for 2021-2022, with payments resuming in 2023-2024.
60 Discussion ensued regarding potential Sammamish station remodels. A
61 discrepancy related to Generators was identified in Exhibit 2, which will be
62 corrected.
63 ***The FAC unanimously approved the Equipment Replacement Fund***
64 ***recommendation with the correction to Exhibit 2.***
65
66 c) Operating and Revenue Expense Fund and Ambulance Rate: Due to being mid-
67 negotiations, the budget reflects the best approximation of revenue and expenses.
68 During the October Board meeting, there will be an Executive session prior to the
69 final recommendation of the budget, to discuss in detail current negotiations and
70 associated costs. Provided a high-level overview of the revenue summary, to
71 include the stabilization of the ambulance transport revenue and the Zone 3 credit
72 for an EF&R Deputy Chief of the South King County Fire Training Consortium
73 Director. Discussion ensued around the Snoqualmie Tribe contract, which will be
74 up for negotiation in 2022.
75
76 Ambulance Rate: Discussed the potential of indexing the Ambulance Transport
77 Rate percentage calculation. Other than projected contract negotiation expenses,
78 which are being used as a plug number, the partner contribution remain flat. A
79 discrepancy was identified in Table 1A.
80 ***The FAC unanimously approved the Operating Revenue and Expense Fund***
81 ***recommendation with the correction to Table 1A.***
82
83 IT WAS MOVED BY DIRECTOR GOTHELF, SECONDED BY DIRECTOR
84 MARTIN TO: Recommend an ambulance rate of \$1,050, effective January 1, 2021,
85 to the EF&R Board for approval. MOTION CARRIED 5-0.
86
87 d) End Fund Balance (EFB): Provided a high-level overview of the recommended
88 appropriations for the 2020 EFB. Discussed policy requirements of ensuring the
89 liability reserve fund and 10% of operating reserves are fully funded. In-depth
90 discussion regarding the funds associated with the Ethical Leadership Training and
91 facility upgrades as it relates to Capital Costs. The minutes will include a
92 breakdown of the Ethical Leadership Training.

93 ***The FAC unanimously approved the Operating Revenue and Expense Fund***
94 ***recommendation with the correction to Table 1A.***

95
96 Director Dahline exited the meeting, however, provided his affirmative vote via MS Teams
97 Chat for the record.

98
99 IT WAS MOVED BY DIRECTOR GOTHELF, SECONDED BY DIRECTOR GOODMAN
100 TO: Recommend approval of the Equipment Replacement Fund Overview, Capital
101 Facilities Maintenance Fund, Operating and Revenue Expense Fund, Ambulance Rate,
102 and End Fund Balance to the EF&R Board for approval. MOTION CARRIED 5-0.

103
104 **Good of the Order:**

105
106 The meeting adjourned at 12:52 p.m.

107
108 Next meeting: Tentatively, October 28, 2020, pending items from the EF&R Board.

PENDING APPROVAL